

**SCHOOL DISTRICT OF PHILADELPHIA**  
**Neighborhood Network #2**

**PAUL ROBESON HIGH SCHOOL FOR**  
**HUMAN SERVICES**  
**2017-2018**

**PARENT & STUDENT HANDBOOK**



The School District of Philadelphia, an equal opportunity employer, will not discriminate in employment or education programs or activities based on race, color, religion, age, national origin, ancestry, physical handicap, sex, sexual orientation, union membership, or limited English proficiency. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy in this document is in accordance with state and federal laws including Title IX of the Education Amendments of 1972 and Sections 503 and 504 of the Rehabilitation Act of 1973.

Paul Robeson High School for Human Services  
4125 Ludlow Street  
Philadelphia, PA 19104-3083 (215) 961-2001  
Web Site: [www.robessonhs.net](http://www.robessonhs.net)  
Mr. Richard M. Gordon IV, Principal

*Home of the Huskies*

*“Many Huskies.....One Bark!!!”*

*PAUL ROBESON HIGH SCHOOL FOR HUMAN SERVICES  
SCHOOL SONG*

# INTRODUCTION

This handbook is a “living” document, created with the collaborative effort and recommendations of the representatives from both Paul Robeson High School and the School District of Philadelphia. The information contained in this handbook regarding student conduct is set forth by Pennsylvania State Law, School District of Philadelphia’s Policies and Procedures, and Paul Robeson High School for Human Services Regulations. **All of these items are binding on all students and parents/guardians/families as set forth herein.** Signatures are required at the end of this handbook to affirm understanding of the statements included within. **Failure to turn in the Signature Sheet and/or the Authorization of the Acceptable Use Policy may result in restrictions levied on school-related privileges.** This document will be also used towards our continuing goal to examine our school's academic and discipline data at the end of each school year, making changes to the plan and this document as needed.

**Much of the information contained in this booklet is new or revised. It would be prudent to review everything.**

## MISSION AND APPROACH TO LEARNING

Paul Robeson High School for Human Services is one of only eight high schools in the nation to offer preparation for further study in the field of Health and Human Services. Our elective course offerings are designed to develop the 21<sup>st</sup> Century Skills needed to succeed in post-secondary studies and careers in the human services fields and in service to the local and global community.

- ❖ **School Status:** Citywide Admissions Program
- ❖ **Student Enrollment:** Approximately 300 Students
- ❖ **Admissions Requirement:** Grades: Marks of A, B, or C, No disciplinary record, No more than 10 unexcused absences
- ❖ **Current Attendance:** 92% Average Daily Attendance

## **Points of Pride:**

- Achieved Adequate Yearly Progress (AYP) goals as measured by the State of Pennsylvania's Department of Education (2010, 2008, 2007)
- Girls Track Team –All Public League & District Champions, Track & Field (2014, 2011); PIAA Class AA State Champions (2014)
- Girls Basketball Team – PIAA District 12 Champions (2013); All Public League Champions (2011);
- 2009 Region 7 winners of the annual IPO Stock Market Game
- Award winning Health Related Technology Program; Opening of the Sports Therapeutic Sciences Program (September 2016)
- Editorial features in the Learning Key, Philadelphia Tribune, Daily News, Philadelphia Inquirer, NewsWorks.org, Philly.com, The Philadelphia Notebook
- 2012 Picasso Art Project Grant Recipient in collaboration with the Paul Robeson House Museum
- 91% Average Annual Graduation Rate, 96% Graduation rate for Class of 2013 & 2014
- 1.9 Million Dollars in academic college scholarship awards for Class of 2014 (most in school's history)

## **School Partnerships:**

Drexel University College of Education, Drexel Law School, Drexel Karabots Junior Fellows Science Program, and Drexel Tutors; Philadelphia Education Fund; Dell East Music Center; Mann Music Center's Connecting-Arts-N-Schools; Penn Medicine Pipeline; Hospital of the University of Pennsylvania, West Philadelphia Cultural Alliance & The Paul Robeson House Museum; Summer Search Program National Youth Development Project; Enterprise Center's Executive Entrepreneur Programs; Occupational Advisory Committee: St. Ignatius Nursing Home; Philadelphia Academies, Incorporated, Urban Nutrition Initiative; Philadelphia Theater Company/Suzanne Roberts Theater; Mighty Writers; Peoples Emergency Center ; The Partnership CDC/NAC of West Philadelphia (University City); Moder Patshala Education Center; Delaware Valley Green Building Council (DVGBC); Community in Schools TEEN E.L.E.C.T & M.A.R.S. Programs.

## **Extracurricular Activities:**

Student Government, Build On Club, Mock Trial, Urban Nutrition Initiative's Fruit Stand, Robeson Newsletter, Peer Mediators, Yearbook Club, Technology Club, Robotics Club, and Chess Club.

## **Sports Teams:**

- Cheerleading, Co-ed Cross-Country, Girls' and Boys' Basketball, Girls' and Boys' Track and Field
- P.I.A.A. Cooperative Partnerships with High School of the Future and West Philadelphia for Baseball, Bowling, Football, Boys & Girls Soccer (Boys/Girls), Softball, Lacrosse (Boys/Girls), and Volleyball (Boys/Girls).

## **PRIVACY STATEMENT**

Paul Robeson High School for Human Services respects the privacy of its students. The school will not give, lend, sell or otherwise make available any personal information about any student to any outside organization or individual except as required by law and/or School District policy. The school does provide to the Alumni Association a list of names, addresses and phone numbers of all members of the graduating class. This information may be provided to the yearbook staff and the official yearbook photographer for the purpose of preparing the yearbook.



**THE SCHOOL DISTRICT OF PHILADELPHIA  
THE PAUL ROBESON HIGH SCHOOL FOR HUMAN SERVICES  
4125 LUDLOW STREET  
PHILADELPHIA, PA 191043089**

Greetings Paul Robeson Families,

My name is Richard M. Gordon IV, proud Principal of the Paul Robeson High School for Human Services. I am so very privileged and delighted to have an opportunity to welcome back our students and families to the 2017-2018 school year. I look forward to working with you, as well as with our talented and caring staff members, in this outstanding school community. Our school's mission is to continue demonstrating how we are one of the premier high school programs in the School District of Philadelphia. Paul Robeson High School is an "HONORS" program that exposes students to a variety of college and career readiness opportunities through education, experiential engagement, and research. The staff at Paul Robeson High School is relentlessly committed to our students' academic achievement and to nurturing meaningful, personally engaging relationships with students and our families. We are raising the bar for education in Philadelphia.

Please be aware that our programs for the 2017-2018 school year will begin on September 8, 2015. Our school day begins at 8:30 am for all students. All students must be on time and in full uniform. We will continue to work with our entire school community to ensure the uniform policy is properly enforced and that instruction is our *primary* focus everyday. All students are expected to be prepared with all necessary supplies and the positive attitude needed for each class. A prepared student is a successful student.

Please join us for our "Back-to School" Night scheduled for Tuesday September 22, 2015 @ 6:00 pm. We encourage all of our families to attend this wonderful event, as very important school information will be distributed to parents during this event. We have many things to accomplish this year and together, we WILL make it happen. There is no doubt that Paul Robeson is a very special school, and I am looking forward to another outstanding school year. Thank you for your support and cooperation.

Sincerely,

*Richard M. Gordon IV*  
Principal

## TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>2</b>
<b>PRIVACY STATEMENT.....</b>	<b>5</b>
<b>TABLE OF CONTENTS .....</b>	<b>7</b>
<b>SCHOOL CALENDAR 2011-2012.....</b>	<b>7</b>
<b>ADMINISTRATION .....</b>	<b>9</b>
<b>RESPONSIBILITIES - STUDENT .....</b>	<b>15</b>
<b>RESPONSIBILITIES - PARENT.....</b>	<b>15</b>
<b>A BRIEF HISTORY OF GWHS .....</b>	<b>10</b>
<b>ADDRESS OR TELEPHONE NUMBER CHANGES (STUDENT INFORMATION).....</b>	<b>16</b>
<b>ALMA MATER.....</b>	<b>17</b>
<b>ASSEMBLIES.....</b>	<b>17</b>
<b>ATHLETICS .....</b>	<b>17</b>
<b>BELL SCHEDULE.....</b>	<b>17</b>
<b>BUS ROUTES.....</b>	<b>18</b>
<b>COMPREHENSIVE MID-YEAR AND FINAL EXAMINATIONS.....</b>	<b>Error! Bookmark not defined.</b>
<b>CONFERENCES .....</b>	<b>18</b>
<b>CLOSED CAMPUS .....</b>	<b>18</b>
<b>CLUBS.....</b>	<b>18</b>
<b>COUNSELORS .....</b>	<b>18</b>
<b>COURSE SELECTION.....</b>	<b>19</b>
<b>DAILY BULLETIN.....</b>	<b>19</b>
<b>DRESS CODE .....</b>	<b>19</b>
<b>EARLY DISMISSAL .....</b>	<b>21</b>
<b>EXTRACURRICULAR ACTIVITIES .....</b>	<b>21</b>
<b>FIELD TRIPS .....</b>	<b>21</b>
<b>FIRE DRILLS.....</b>	<b>22</b>

<b>GWHS GRADING PROTOCOL GUIDELINES .....</b>	<b>17</b>
<b>GRADUATION REQUIREMENTS .....</b>	<b>23</b>
<b>HALL PASSES.....</b>	<b>23</b>
<b>HEALTH ROOM .....</b>	<b>23</b>
<b>HOMEBOUND TEACHING.....</b>	<b>24</b>
<b>HONOR ROLL .....</b>	<b>24</b>
<b>I.D. CARDS (PHOTO).....</b>	<b>24</b>
<b>INTERIM REPORTS .....</b>	<b>25</b>
<b>LIBRARY .....</b>	<b>25</b>
<b>LOCKERS.....</b>	<b>25</b>
<b>LOST AND FOUND .....</b>	<b>26</b>
<b>LUNCHROOM .....</b>	<b>20</b>
<b>MEDICAL EXCUSES FOR PHYSICAL EDUCATION.....</b>	<b>26</b>
<b>NATIONAL HONOR SOCIETY .....</b>	<b>26</b>
<b>PARKING POLICY .....</b>	<b>27</b>
<b>RELIGIOUS GARB.....</b>	<b>28</b>
<b>SCHOOL SPIRIT SONG .....</b>	<b>28</b>
<b>SCHOOL PROPERTY.....</b>	<b>28</b>
<b>SCHOOL STORE.....</b>	<b>28</b>
<b>SERVICE LEARNING PROGRAM.....</b>	<b>28</b>
<b>STUDY PARTNERS .....</b>	<b>29</b>
<b>TEST DAYS .....</b>	<b>Error! Bookmark not defined.</b>
<b>TRANSPASSES .....</b>	<b>29</b>
<b>TRESPASSING .....</b>	<b>29</b>
<b>VISITORS.....</b>	<b>29</b>
<b>WITHDRAWAL FROM SCHOOL .....</b>	<b>30</b>
<b>APPENDIX A-CODE OF STUDENT CONDUCT .....</b>	<b>31</b>

<b>DISCIPLINARY RECORDS .....</b>	<b>32</b>
<b>STUDENT PRIVILEGES .....</b>	<b>33</b>
<b>APPENDIX B-REGULATIONS .....</b>	<b>34</b>
<b>ATTENDANCE AND PUNCTUALITY OF PUPILS .....</b>	<b>34</b>
<b>ABSENCE VERIFICATION .....</b>	<b>35</b>
<b>SAMPLE ABSENCE NOTE.....</b>	<b>35</b>
<b>CLASS CUTS-MS. STACEY LACKEY.....</b>	<b>30</b>
<b>DETENTION NOTIFICATION FORM .....</b>	<b>31</b>
<b>LATENESS TO SCHOOL (TARDINESS) .....</b>	<b>31</b>
<b>DETENTION NOTIFICATION FORM FOR EXCESSIVE LATENESS .....</b>	<b>32</b>
<b>MAKE-UPS FOR EXCUSED ABSENCES .....</b>	<b>39</b>
<b>COLLEGE VISITATIONS.....</b>	<b>39</b>
<b>ATTENDANCE CHECKS FOR PARENTS .....</b>	<b>39</b>
<b>RANK AND AVERAGE .....</b>	<b>39</b>
<b>APPENDIX C- OTHER RULES AND REGULATIONS.....</b>	<b>40</b>
<b>SEARCH AND SEIZURE.....</b>	<b>40</b>
<b>SEARCHES OF STUDENTS AND STORAGE AREAS .....</b>	<b>40</b>
<b>PHYSICAL RESTRAINT .....</b>	<b>41</b>
<b>USE OF TOBACCO .....</b>	<b>41</b>
<b>APPENDIX D- APPLICABLE LAW, REGULATIONS AND POLICIES .....</b>	<b>42</b>
<b>AGGRAVATED ASSAULT.....</b>	<b>42</b>
<b>DISORDERLY CONDUCT.....</b>	<b>42</b>
<b>WEAPONS/EXPULSION.....</b>	<b>43</b>
<b>REPORTING &amp; RECORDS REQUIREMENT (# 1301.et seq.) .....</b>	<b>43</b>
<b>ELIGIBILITY STANDARDS FOR EXTRACURRICULAR ACTIVITIES .....</b>	<b>43</b>
<b>SCHOOL-SPONSORED ACTIVITIES .....</b>	<b>44</b>
<b>CELL PHONES, ELECTRONIC DEVICES, IPODS and CD PLAYERS .....</b>	<b>44</b>

<b>MACE, PEPPER SPRAY AND LASER POINTERS .....</b>	<b>45</b>
<b>COMPULSORY ATTENDANCE.....</b>	<b>45</b>
<b>COMPULSORY ATTENDANCE PARENT SIGNATURE FORM .....</b>	<b>40</b>
<b>USE OF COMPUTERS .....</b>	<b>47</b>
<b>SPECTATORS CODE OF CONDUCT .....</b>	<b>50</b>
<b>TEXTBOOK COMPACT.....</b>	<b>51</b>
<b>SCHOOL/PARENT/STUDENT COMPACT .....</b>	<b>52</b>
<b>STUDENT AUP AUTHORIZATION AGREEMENT .....</b>	<b>53</b>
<b>SIGNATURE SHEET .....</b>	<b>54</b>

## SCHOOL CALENDAR 2011-2012

September 2, 2015	<b>Staff Only</b> —Organization Day
September 3, 2015	<b>Staff Only</b> —Professional Development Day
September 4, 2015	<b>Staff Only</b> —Professional Development Day
September 7, 2015	<b>Labor Day</b> —Administrative Offices and Schools Closed
September 8, 2015	<b>First Day of Pupil Attendance</b>
September 14-15, 2015	<b>Rosh Hashanah</b> --Administrative Offices and Schools Closed
September 23-25, 2015	<b>Yom Kippur</b> --Administrative Offices and Schools Closed
October 12, 2015	<b>Columbus Day</b> —Administrative Offices and Schools Closed
October 14-16, 2015	<b>Interim Reports</b>
October 28, 2015	<b>Early Dismissal</b> —Professional Development Day
November 3, 2011	<b>Staff Only</b> —(Election Day) Professional Development
November 11, 2015	<b>Veterans Day</b> --Administrative Offices and Schools Closed
November 25, 2015	<b>Early Dismissal</b> —Professional Development Day
November 26-27, 2015	<b>Thanksgiving Holiday</b> —Administrative Offices and Schools Closed
December 2-3, 2015	<b>Early Dismissal</b> —Report Card Conferences
December 18, 2015	<b>Early Dismissal</b> —Professional Development Day
December 24-December 31, 2015	<b>Winter Recess</b> --Administrative Offices and Schools Closed
January 1, 2016	<b>New Year's Day Observance</b> --Administrative Offices and Schools Closed
January 4-6, 2016	<b>Interim Reports</b>

January 6-20, 2016	<b>Pennsylvania Keystone Examinations—</b> Statewide Winter High School Assessments
January 18, 2016	<b>Dr. Martin Luther King Day--</b> Administrative Offices and Schools Closed
January 22, 2016	<b>Early Dismissal—</b> Professional Development Day
February 15, 2016	<b>President’s Day—</b> Administrative Offices and Schools Closed
February 16, 2016	<b>Early Dismissal—</b> Professional Development Day
February 23-24, 2016	<b>Early Dismissal—</b> Report Card Conferences
February 26, 2016	<b>Staff Only—</b> Professional Development Day
March 14, 2016	<b>Early Dismissal—</b> Professional Development Day
March 14-16, 2016	<b>Interim Reports</b>
March 21, 2016- March 25, 2016	<b>Spring Recess—</b> Administrative Offices and Schools Closed
April 26, 2016	<b>Staff Only—</b> (Election Day) Professional Development
April 27-28, 2016	<b>Early Dismissal—</b> Report Card Conferences
May 16-27, 2016	<b>Pennsylvania Keystone Examinations—</b> Statewide Spring High School Assessments
May 30, 2016	<b>Memorial Day--</b> Administrative Offices and Schools Closed
June 22, 2016	<b>Last Day for Pupils</b>
June 23, 2016	<b>Last Day for Staff—</b> Organization Day

**PAUL ROBESON HIGH SCHOOL FOR HUMAN SERVICES  
STAFF & SCHOOL ORGANIZATION**

**LEADERSHIP TEAM**

Richard M. Gordon IV.....Principal  
Margie Goodwin.....School-based Teacher Leader / Special Education Liaison  
Karla Johnson.....School-based Teacher Leader / Roster Chairperson  
Kimberly Lent.....Guidance Counselor  
Andrew Saltz.....Technology Teacher Leader / P.F.T Union Representative

**ENGLISH DEPARTMENT**

Rosa Dubisette.....English II & IV  
Margie Goodwin.....English I  
Andrew Saltz.....English I & III  
Frances Wilkerson.....English I & English II (ESOL)

**SOCIAL STUDIES DEPARTMENT**

Carmelle Jean-Paul.....African-American History & American History  
Matthew Beyerle.....World History & American History  
TBA.....Social Science

**MATHEMATICS DEPARTMENT**

Robert Powlen.....Geometry & Algebra II  
Timothy Fisher.....Algebra I & Keystone Math  
Courtney Rindgen.....Algebra I

**SCIENCE DEPARTMENT**

David Biando.....Biology I & II  
Armando Tolliver, Ph.D.....Biology I & II  
Timothy Fisher.....Chemistry

**TECHNICAL DEPARTMENT**

Megan Kelly.....Health-Related Technology  
David Stokes.....Physical Education  
Mary Ann Stuppy.....Foreign Language / Spanish  
Carrie Enlow.....Art

**SPECIAL EDUCATION DEPARTMENT**

Margie Goodwin.....Special Education Liaison  
Courtney Rindgen.....Special Education Case Manager

## **ENTRY TO THE PAUL ROBESON HIGH SCHOOL BUILDING**

The School District of Philadelphia has made a strong and determined effort to maintain its schools as safe and secure places where students and staff can pursue the educational endeavors our children deserve without worrying about weapons in school. **Circumventing security will result in disciplinary action or possible arrest.**

### **Walk Through Metal Detectors and Airport type X-Ray Screening Systems and Personal Student Identification Card (Swipe Entry Card) Procedures**

All students and visitors arriving at school enter through designated doors. Once inside, there will be Personal Student Identification Card (Swipe) machines, walk through scanners and airport type x-ray screening machines with conveyor belts.

1. Students run their identification cards through the swipe machine and continue on to the metal detectors.
2. All metal items should be placed in book bags before approaching the x-ray machine.
3. Once the bag or package is placed on the conveyor belt, walk through the metal detector. If no alarm sounds, proceed.
4. If an alarm does sound, remove any overlooked metal, and proceed through again. A “wand” search may follow if the metal detector continues to sound.

### **Contraband seized during the scans will be confiscated, as directed by state law, and will not be returned.**

Contraband is defined as the following, but not to exclude any item that the school may determine as appropriate for this category:

- Cigarettes, lighters and matches
- Alcoholic Beverages
- Glass Bottles
- Gambling Materials of any kind
- Pornographic materials (books, films, magazines, pictures, etc.)
- Non-prescription drug paraphernalia

**For safety purposes, students should not report to school prior to 6:45 AM unless participating in an early morning faculty/staff supervised activity.**

**All students must scan in via scholarchip or obtain a temporary ID.**

Failure to do so will result in disciplinary action.

## **RESPONSIBILITIES - STUDENT**

Student responsibilities include regular school attendance, conscientious effort in class and homework, and respect for school rules and regulations. Students share with the administration and faculty, a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, administrators, fellow students and all other members of the Robeson family. Students should express their ideas and opinions in a respectful manner and follow these rules:

1. Be aware of all rules and regulations for student behavior and conduct oneself in accordance with them. A rule remains in effect unless, waived, altered or repealed.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Do your part to keep school safe for all students, staff, and visitors.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions. The school day starts at 8:30 AM and dismisses at 2:57 PM.  
***ALL STUDENTS MUST REPORT TO CLASS NO LATER THAN 8:33 AM EACH DAY.***
8. Make up all assigned classwork when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and The School District of Philadelphia.
10. Exhibit courtesy and refrain from indecent or obscene language.

## **RESPONSIBILITIES - PARENT**

To assist a student's compliance with Paul Robeson High School's student discipline code, it is recommended that parents:

1. Understand and explain the school rules to their children.
2. Become involved in all aspects of the student's school life.
3. Take an interest in the courses taken, the texts and materials used, the lessons studied, the homework assigned, the rosters, and the results of standardized and teacher constructed tests. ***THE PENNSYLVANIA KEYSTONE HIGH SCHOOL ASSESSMENTS ARE CRUCIAL TO YOUR CHILD'S SUCCESS!***
4. Maintain contact with the school; ensure all contact information at school is continuously updated.

5. Monitor student employment hours and practices to ensure maximum academic performance at school.
6. Encourage participation in a wide range of school activities.
7. Join the Paul Robeson High School Home & School Association and attend school meetings.
8. If you have a question or problem, please contact the teacher via email or voicemail first then the counselor and/or School-based Teacher Leader. Principal should be contacted after this process has been exhausted.
9. Make certain that your child attends school daily and be on time at all classes and other school functions. The school day starts at 8:30 AM and dismisses at 2:57 PM. **ALL STUDENTS MUST REPORT TO CLASS NO LATER THAN 8:33 AM EACH DAY.**
10. Any changes in your child's medical condition must be communicated to the School Nurse with written documentation.

### **A BRIEF HISTORY OF PAUL ROBESON HIGH SCHOOL**

Paul Robeson High School for Human Services first opened its doors in September 2005 as a 9<sup>th</sup> – 12<sup>th</sup> grade school. Paul Robeson High School was named after the internationally renowned American bass-baritone concert singer, actor of film and stage, All-American and professional athlete, writer, multi-lingual orator, human rights activist, and lawyer Paul Robeson. Located in West Philadelphia, Paul Robeson High School had been originally established in 1960 as Octavius V. Catto Educational Center, a satellite facility associated with John Bartram High School for students interested in a non-traditional vocational education program. In 1973, the program was renamed as Bartram Human Services, deriving from the expansion of human services career options that mushroomed during the 1970's. Our first class graduated in 2006. Today, Paul Robeson High School is a "City-wide Admissions" program servicing students from throughout the city in grades nine through twelve, offering a rich and varied academic and extracurricular program in a nurturing, family-atmosphere environment.

the Robeson House produces, presents and promotes traveling lectures, concerts and exhibits so that learning about Robeson is accessible to all ages and cultures.

### **ADDRESS OR TELEPHONE NUMBER CHANGES (STUDENT INFORMATION)**

If, at any time after the beginning of the school year, your home address or telephone number changes or if parents' business address or telephone number(s) change, you must inform the main office and your Advisor. This is essential for handling emergencies.

## **ALMA MATER**

*by Daniel Fleishman, Class of 1968*

The years will hold the mem'ries  
Of days at Robeson  
The blue and gold forever  
Will keep us all as one  
We'll ne'er forget the knowledge  
And friendship that we've won  
We'll raise our voices proudly  
In praise of Robeson  
The hallowed halls of wisdom  
With sounds of growing youth  
Will lead us through the future  
With confidence and truth  
The blue and gold forever  
Will keep us all as one  
We'll raise our voices proudly  
In praise of Robeson

## **ASSEMBLIES**

Assembly schedules are posted in the monthly bulletin and aired during morning announcements. Report to your assigned seats quickly and quietly.

## **ATHLETICS**

Paul Robeson High School has a comprehensive after school program of intramural and interscholastic athletics available to male and female students. Academic and attendance eligibility is governed by both the PIAA and the program standards of Paul Robeson High School. See the Activities Booklet, Athletic Director or the school's website for a full list of programs.

## **BELL SCHEDULE**

Your advisor will inform you of the bell schedule each day or it will be stated in the daily announcements for any changes. Paul Robeson High School operates through the use of a **“modular”** daily bell schedule as follows:

Period 0	7:30 AM - 8:30 AM
Period 1/	8:33 AM - 9:26 AM
Period 2	9:29 AM - 10:22 AM
Period 3 / ADVISORY	10:25 AM - 10:40 AM

Period 4 (9 <sup>TH</sup> Grade Lunch )	10:43 AM - 11:36 AM
Period 5 (10 <sup>TH</sup> Grade Lunch )	11:16 AM - 12:09 PM
Period 6 (10 <sup>TH</sup> & 11 <sup>th</sup> Grade Lunch)	12:12 PM - 1:05 PM
Period 7	1:08 PM - 2:01 PM
Period 8	2:04 PM - 2:57 PM

## **BUS ROUTES**

Schedules for the year are available in the main office. All students are expected to always be courteous and respectful at all times when representing Paul Robeson outside of school.

## **CONFERENCES**

Parent/Teacher Report Card conferences will be scheduled after each of the first three report card periods of the year. Report cards are distributed to all students at the conclusion of each report card conference period.

## **CLOSED CAMPUS**

Paul Robeson High School for Human Services is a **CLOSED CAMPUS**. Once students arrive on the school grounds, they are **NOT** to leave before their dismissal time unless they have a work roster or received school approval verified by a parent or guardian. A student who leaves campus without permission will be considered truant, as well as cutting. Students who leave school grounds without permission will be suspended out of school. A parent/guardian conference via phone or in person will be required before student may return to school.

## **CLUBS**

Students will receive a list with a tear-off form with all available classroom hours and extra-curricular activities.

## **COUNSELORS**

Counselors are specially trained to help you when you encounter problems. Paul Robeson High School has a specially trained Guidance Counselor who chairs the student assistance team that is designed to help students with a variety of issues, including drug or alcohol abuse problems. All issues are addressed confidentially with respect to all privacy rights. The school counselor is available to all the students upon request and students may refer themselves for help. Except for a true emergency, students may complete an appointment slip prior to their visit with the counselor, preferably before advisory.

Mrs. Kimberly Lent  
 Grades 9<sup>th</sup> through 12<sup>th</sup> grades

## **COURSE SELECTION**

Generally each Spring, students meet with the counselor and the roster chairperson to review transcripts and complete roster forms for course selection. Students may explore options to level up in specific classes if they have a B or better after the first and second marking periods only. Students who select an Advanced Placement class can not opt out of the class until the end of the marking period. A roster change form must be completed and signed by parent, counselor and an administrator for all the above. ***(It is highly recommended that all students who register for advanced and honors Math classes obtain their own TI84+ calculators required for each course.)***

Students may change their classes without the completed form the first week of school before and after school only.

## **DAILY BULLETIN**

The Daily Bulletin is designed to publicize, announce, and report on school activities. It is important that students take advantage of the time to familiarize themselves with this publication.

## **DRESS CODE**

**Compliance with the Dress Code is required. At the discretion of the Administration, students who do not dress appropriately will be subject to student conference, parental notification, exclusion from school activities, and disciplinary action.**

The School District of Philadelphia has approved a school uniform policy, which pertains to all students and became mandatory on September 1, 2001. To support and help Paul Robeson students and parents become a part of this process, we've decided on a uniform policy. This means that students must wear any combinations of **solid** colored jet black or khaki tan pants or shirts with collars. EVERYONE is expected to wear their uniform every day. In addition, students may choose to wear GWHS logo tee shirts. Students may purchase the GWHS logo tee shirt for \$ 5.00. All clothes must be tasteful and fit appropriately. Students should be dressing for success. All parents and teachers will be working together to make sure that the transition to this dress policy is upheld.

All students are required to comply with our uniform policy. They are not to change their clothes after entering the building. Parents will be contacted when a child is not properly attired. We believe that doing so will further accustom them to dressing in an appropriate manner and will help the school fulfill its responsibility to prepare students for the world of work and the roles that they

will assume in the future. Head coverings, except for documented medical or religious purposes, are not permitted in the building.

## **UNIFORM COLORS:**

### **MALE STUDENT**

Jet Black or Khaki Tan Shirts with Collars  
Jet Black or Khaki Tan Slacks  
Solid-color GWHS school logo tee-shirts

### **FEMALE STUDENT**

Jet Black or Khaki Tan Shirts or Blouses with Collars  
Jet Black or Khaki Tan Slacks or Skirts  
**(Length of the skirts no shorter than 3 inches from the center of the knee).**  
Solid-color GWHS school logo tee-shirts

***Under no circumstances will students be permitted to wear any of the following:***

- ***Thin strap tank tops, muscle shirts***
- ***Blue jeans***
- ***Faded jeans or ripped clothing***
- ***Fish net shirts, see-through clothing/plunging necklines***
- ***Bare midriffs, halter tops***
- ***Leggings***
- ***Dresses and shorts must be fingertip length or longer***
- ***Clothing with obscene words or graphic pictures***
- ***High heels ( above 3” high )***
- ***Hats, caps, scarves (do rags ), hoodies, headbands, or head coverings.***

Hats and wave caps are inappropriate attire for indoors. No student will be permitted to wear his/her hat/wave cap in school. Students must wear the uniform at all times during the school day. Failure to conform to this policy will result in disciplinary action. All students must wear school uniform or approved administrative attire.

### **EARLY DISMISSAL**

Early dismissal from school must be for emergency reasons only, in writing and verified by the nurse or counselor prior to leaving the building. Early dismissals will not be granted for routine medical or dental appointments. Parents/Guardians picking up students for early dismissals must report to the visitors' desk in the front lobby and present proper identification so that they may be directed to the appropriate school personnel. Notes from parents/guardians must be submitted to the nurse or counselor during advisory on the day of the appointment. Students are expected to make up all missed class assignments. The Sign-Out book is in the main office. Any persons to whom a student may be released must be on file in the main office and be verifiable. Students will not be released without parent and or guardian presenting proper identification. No student will be permitted to leave for appointments on their own. There are no exceptions. If there is an unexpected interruption in the schedule such as school closings due to snow/weather emergencies, the School District will send out information through broadcast on KYW Radio and via Internet.

### **EXTRACURRICULAR ACTIVITIES**

Robeson students are offered many opportunities for participation in student government, publications, music, athletics, drama, and various clubs. Refer to the *Student Activity* booklet. Students must be academically eligible to participate.

Students may attend after school classroom hours. Classroom hours are available Tuesday, Wednesday and Thursday from 2:39 PM-3:39 PM. Students may complete projects, make-up tests, homework or receive one on one teacher instruction in all subjects.

### **FIELD TRIPS**

Students may have the opportunity to participate in supervised, school-sponsored Field Trips. They are reminded that all rules and regulations of Robeson High School remain in effect.

**FIRE DRILLS**

The buildings are well equipped with fire alarms that sound a series of signals, indicating the building, floor, and fire station. The safety of all people in the building depends upon the correct and orderly departure of each individual. The

<u><b>CRITERIA</b></u>	<u><b>PERCENTAGES</b></u>
<b>TESTS</b>	<b>30</b>
<b>QUIZZES</b>	<b>10</b>
<b>HOMEWORK</b>	<b>10</b>

particular exit to be used depends upon the room in which the pupil is located when the alarm is sounded. A complete copy of instructions is posted in each room of the building. Read it before you need it. There should be as little talking as possible during a fire drill. Follow the teacher's instructions for a safe and orderly evacuation of the building. Stay with

your class.

**GWHS GRADING PROTOCOL GUIDELINES**

<b>CLASSWORK</b>	<b>25</b>
<b>PROJECTS</b>	<b>15</b>
<b>PRESENTATIONS</b>	<b>10</b>
<b>MIDTERM*</b>	<b>15</b>
<b>FINAL*</b>	<b>15</b>
PERIODS	

\*PERCENTAGES SHOULD  
BE ADJUSTED FOR 2<sup>ND</sup>  
AND 4<sup>TH</sup> MARKING

## **GRADUATION REQUIREMENTS**

### **Class of 2006 and beyond**

23.5 credits—4 English, 3 mathematics, 3 science, 3 social studies, 2 world languages, 1.5 health and physical education, 2 arts and humanities, 5 electives. One elective must be math, science, or IB/AP.

Note: All 9<sup>th</sup> grade students starting September, 2005 or later must complete 1 mandated African-American History course prior to graduation.

- Must complete a project that involves more than one subject and demonstrates problem solving, communication, citizenship, school-to-career, or multicultural competencies, and requires strong writing skills.

- Must complete a project that demonstrates citizenship through service learning. Note that GWHS requires both service and a project.

- **Students must adhere to discipline graduation policy.**

## **HALL PASSES**

No student should be in the hallways without a signed official pass from an authorized person. Failure to comply will result in the presumption of cutting. It is the responsibility of students to obtain an official signed hall pass. Students are not permitted to leave the lunchroom without a hall pass. Students must report to lunchroom first and then obtain an n orange hall pass in order to go to nurse, roster office, library and/or counselor.

## **HEALTH ROOM**

Students who become sick or injured during the school day are cared for in the health room by certified school nurses. Except in an emergency, a student must have a hall pass from a teacher before reporting to the Health Room. Emergencies

occurring in school are seen anytime. Accidents occurring at home must be cared for at home. When a student needs to be sent home ill or injured, a parent or emergency contact is always made. In cases of an acute emergency, a parent is notified and the student is transported to the nearest hospital. School District policy dictates that a parent or other responsible adult must pick up the student and a responsible adult must be at home to receive the student. Persons who pick up the student must show proper identification. Parents should check health room's available hours. Students MUST SHOW I.D. CARD when entering the Health Room.

The school nurses conduct state mandated health assessments, provide ongoing health counseling, and case management for students, parents and school personnel. Students should not come to school when ill or when recovering from an injury which requires medical attention. The Public Health Department has recommended that students must be fever free for 24 hours off fever medication if their temperature is over 100 ° F. Students recovering from surgery or injuries are not to be taking narcotic pain medication in school. Students should not attend school when recovering from an illness injury, which requires medical attention. Parents must notify School Nurse when there is any change in a student's medical condition or medication. Students who require medication during the school day must have the appropriate School District forms completed by physician or your health care provider. All 9th graders are required to submit a report of physical exam by their health care provider as mandated by the Commonwealth of Pennsylvania. These reports are due when students return back to school in September or upon entry into the School District.

### **HOMEBOUND TEACHING**

Homebound teaching is available to Robeson High School students in the event of prolonged illness requiring students to be out of school for four (4) weeks or longer. The nursing office should be contacted for details concerning homebound approval. Physician referral forms can be obtained in the Health room.

### **HONOR ROLL**

Distinguished - All "A's" with one "B" in a minor subject acceptable.

Meritorious - All "A's" and "B's" except for one "C" in minor subjects acceptable.

### **I.D. CARDS (PHOTO)-Room L125-Hours will be posted outside door.**

Each student is issued a photo identification card. ***You must wear this card or have it visibly available at all times.*** If you lose your card, you must purchase another one from the photo I.D. office for \$10.00. Failure to present your I.D. upon request will result in disciplinary and/or legal action. Temporary I.D. cards must be secured at a cost of \$2.00 when you enter the building (front

entrance only), and are to be carried throughout the day. Juniors may opt to retake their freshman pictures at a nominal fee of \$ 5.00.

There is a \$ 15.00 fee for intentional damage to an I.D. card. After a student has received 5 unpaid temporary I.D.s, parents will be requested to come to school to clear the debt.

## **INTERIM REPORTS**

In an effort to keep parents advised of student progress, interim reports will be issued at mid-report period during the school year. Take these reports seriously – **it's rarely too late to turn around a failing grade!**

## **KEYSTONE STATE-WIDE HIGH SCHOOL EXAMINATIONS**

The Pennsylvania Department of Education mandates the administration of the Keystone Statewide High School Assessments two (2) times per year in order to measure the academic proficiency of high school students through the use of subject-specific standardized tests. The Keystone Examinations are administered to all students state-wide in Grades in grades 9-11 in the subject areas of Algebra 1, Literature, and/or Biology. Students in grade 12 will be **NOT** required to take the Keystone Exams. Keystone Exams are administered Mid-Year in January and at the end of the year in May. Examination schedules will be published well in advance of the testing dates. All exams are scheduled during the regular school day. Early dismissals and modified class schedules will be authorized on these days in order to ensure the most optimal testing environment possible. The following regulations apply:

1. All eligible students must take all exams for which they are scheduled (unless students and their families elect to “opt-out” in lieu of Project-Based Assessment or PBA’s <http://pba.pdesas.org/FAQ>).
2. Absence from any exam must be verified by a doctor's note.
3. Make-up exams will be given during scheduled make-up periods only.
4. Any student neglecting to make up an exam will receive “no credit” for the exam reported to the State.
5. Any student found cheating on an exam will receive a “no credit” for the exam reported to the State, and will be subject to disciplinary action.

## **LOCKERS**

Lockers are the property of the School District of Philadelphia. The School District reserves the right to enter lockers at all times, without the permission of the pupil assigned to the locker. Each student is assigned two lockers, one for books and clothing and the other for gym clothes. There is no fee for a street locker. **Do**

***NOT share lockers or combinations. The owner of the locker will be held responsible for the contents in it.*** The locker office is located in the library corridor on the first floor. Students are not permitted to keep glass bottles in their locker. GYM LOCKERS AND LOCKS WILL BE PROVIDED WITH A DEPOSIT. You may only use a school lock. **THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN ARTICLES.**

### **LOST AND FOUND**

Return all lost and found articles immediately to the Locker Office. If the Locker Office is closed, you may return them to the Phone Desk in the main office.

### **LUNCHROOM**

**Report only to the lunchroom area during your designated lunch period.**

Students are required to produce their I.D. cards to gain entrance to the lunchroom. Students must report to lunchroom first and then obtain a blue hall pass in order to go to nurse, roster office, library and/or counselor.

Written permission and/or a special pass are required in order to enter and/or leave the cafeteria area during lunch if other than the designated time. **Students are not permitted to leave school premises for lunch** and are subject to suspension if they do so.

### **MEDICAL EXCUSES FOR PHYSICAL EDUCATION**

If you need to be excused from any Physical Education class you will need a medical note. A parental note, approved by the Department Chair, is acceptable for one day of excuse. Two or more days of excuse require a doctor's note, which must be verified by the school nurse DURING Advisory. Legitimate absences over four (within a marking period) must be made up.

### **NATIONAL HONOR SOCIETY**

Membership in the Colonial Chapter of the National Honor Society is limited to students in the eleventh and twelfth grades who have shown outstanding scholarship, leadership, character, and service and maintain at least a 90.0 grade point average (GPA). A student may be dismissed from the N.H.S. for failure to maintain the standards that were used as the basis of their selection. If a student is dismissed, a letter will be forwarded to their attending college or university explaining the nature of the dismissal.

**Every student must read and sign our commitment form before becoming a member of the N.H.S. Inquiries about the National Honor Society may be made to sponsor.**

### **PARKING POLICY**

Parking in the school parking lot is a privilege extended to the faculty and staff of GWHS. Students are not permitted to park on school grounds unless they have a parking permit for the vehicle. Students must park in the designated student parking area in the rear of the building next to the tennis courts. Parking permits may be issued by the Principal or designee to students who meet the following criteria and provide the documentation listed.

1. Must be a member of the senior class. After January 1 and on a space available basis, members of the junior class who are sixteen years of age may be considered for parking privileges.
2. Must have a C average or better.
3. Must have a good attendance/lateness record; i.e. No unexcused absences, no more than 5 absences per report period except for long term illness or injury, no unexcused latenesses, no more than 5 latenesses.
4. A “clean” discipline record: i.e. no more than three discipline “contacts” during the entire time at GWHS.
5. Must present a valid drivers license.
6. If the vehicle is owned by the student, he/she must present a valid registration card for the vehicle.
7. If the vehicle is owned by the student, he/she must present valid proof of insurance.
8. If the vehicle is owned by a third party (parent/guardian), the third party must appear in person with the documentation noted above.
9. If the vehicle is owned by a third party (parent/guardian), the third party must appear in person and sign a form authorizing the student to use the vehicle to travel to and from school and assuming responsibility for the student’s use of the vehicle.
10. Must pay a non-refundable fee of \$5.00 for the parking sticker.

**Philadelphia Police will ticket any unauthorized parking. Failure to adhere to the parking rules will result in loss of parking privileges. Any persons who park in the fire lane will be ticketed and/or towed.**

### **RELIGIOUS GARB**

Religious head coverings must be worn in accordance with the specific dictates of the Religion.

### **SCHOOL SPIRIT SONG**

Hail to the Eagles  
Loyal and true  
Hail Alma Mater  
Praise the gold and blue  
Onward to victory  
Fame shall be won  
So, Fight, Fight, Fight  
With all your might  
For Robeson , FIGHT!

### **SCHOOL PROPERTY**

When issued to you it is **your** responsibility - if damaged, lost or stolen you are required to replace it. Save your book receipts after returning your books. They will provide proof if there is a discrepancy. If bar code is removed or tampered with, student is responsible for cost of book.

### **SCHOOL STORE**

The School Store is located on the ground floor adjacent to lunchroom. Store hours are on Monday-3<sup>rd</sup> Lunch, Tuesday-4<sup>th</sup> Lunch, Wednesday-5<sup>th</sup> Lunch, Thursday-6<sup>th</sup> Lunch, Friday-All Lunches.

### **SERVICE LEARNING PROGRAM**

**INDEPENDENT NON-PROFIT LEARNING SERVICE ( W.I.L.S. )**

Paul Robeson High School for Human Services supports our students in volunteering within our community to promote service learning. The sharing of time for the benefit of others is an important part of the W.I.L.S. Program. Commitment to this program requires perception of need, sensitivity to others, and dedication. Students will learn how helping others through devotion of time are not only satisfying but also will allow exploring personal career options. Students are encouraged to participate in the W.I.L.S. program at Paul Robeson High School for Human Services. Students will receive a half credit for 60 hours of approved service learning. Students can see their counselors for a list of approved agencies. Information and forms are available on our website.

### **STUDY PARTNERS**

All students are encouraged to find a study partner in case of absence. Students should exchange telephone numbers in order to obtain homework and/or missed school assignments.

### **TOWNHALL MEETINGS**

#### **TRANSPASSES-Ms. Gayle Mc Elveen**

Eligible students may obtain transpasses at booth in lunchroom during lunch on Mondays, Wednesdays and Fridays. Students must show their official hard case I.D in order to receive a transpass. Students must sign the back of the transpass. If student was absent on the day of transpass distribution they must provide an absence note to Ms. Mc Elveen. No transpass will be issued to a student without a hard case I.D. For emergencies concerning early dismissal students, they must have an early dismissal slip to obtain a transpass. Guidelines for eligibility for transpasses are determined by the School District of Philadelphia's Office of Transportation. Student eligibility includes a minimum of 65 % attendance rate. For more information concerning transportation eligibility, please refer to School District Web Site at [www.philasd.org](http://www.philasd.org).

### **TRESPASSING**

Trespassing on school property is subject to a fine of not more than \$300.00 or imprisonment not to exceed 90 days. **Do not come to school when on suspension.**

### **VISITORS**

**All visitors must enter through the front entrance.** Appointments should be made in advance. Receive your pass after going through the scan/metal

detectors. Report to the counter in the main office in order to obtain authorization to visit the school. Go directly to the approved designated area. A visitor may only go to the identified destination. After returning visitor's pass to front desk, leave the building promptly when visitation is over. Anyone found in the building without a visitor's pass will be considered trespassing and subject to all legal penalties. Circumventing security will be considered trespassing and may be subject to arrest.

### **WITHDRAWAL FROM SCHOOL**

Students are required to attend school until they are 17 years of age or have obtained proper working papers. All students transferring from school must do so through the counseling office. All school property must be returned and signatures of all teachers must be recorded on the withdrawal form before a transfer slip will be issued or records forwarded.

***Thinking of dropping out of school? See your counselor. There are numerous programs in which you can make up missing credits to get back on track. Don't give up!!!!***

**APPENDIX A-CODE OF STUDENT CONDUCT**  
**SCHOOL DISTRICT OF PHILADELPHIA**  
**(PLEASE SEE SEPARATE PUBLICATION)**

**Purpose**

The School District of Philadelphia has adopted a Code of Student Conduct in order to inform students, parents, and school personnel of the behavior that is expected from all students to ensure a safe and focused learning environment. The School District expects each student to work to the best of his/her ability and to cooperate with other students and school staff in maintaining a safe, healthy and orderly learning environment. A proper learning environment must be free from disruptive, threatening and dangerous behavior that interferes with the excitement and challenges of teaching and learning. These rules are intended to promote self-respect, respect for others and respect for property.

The Code of Student Conduct has rules to promote safety, order and responsible conduct in all school related activities. These activities include the educational program, school activities, functions and extra-curricular programs as well as traveling to and from school.

The Code of Student Conduct is divided into two levels. These levels are designed to ensure that fair and even disciplinary action is taken for similar violations and to inform students and parents of the scope of discipline they will face for particular violations. The Code also establishes the boundaries of disciplinary action for administrators.

Individual schools may make additional rules so long as they are necessary, reasonable, and not inconsistent with this Code. The students at a school must be informed of any supplemental rules before they are applied.

**Expectations**

Under this Code of Conduct, as a student you are expected to:

- Work to the best of your ability and try to reach the highest levels of success.
- Attend school every day and is in class on time and prepared to learn.
- Contribute to a safe and orderly school climate and show respect toward others.
- Follow the rules of proper conduct, including the student dress code.
- Seek help from school staff in solving problems that might lead to confrontations with others.

- Treat teachers, administrators and all other school staff in a respectful and positive way.
- Accept responsibility for your actions.
- Consider the possible consequences to others of your actions.
- Report to school staff any information that may help prevent danger or injury to others or property. Tell a teacher or other staff member or call the District's Safety Hotline @ 215-400-SAFE (7233).

### **General Statement**

No student may engage in any conduct or encourage any other person to engage in conduct that jeopardizes the health, safety or welfare of any member of the school community, or in any conduct that disrupts or undermines the basic educational mission of the School District.

**Paul Robeson High School for Human Services is a zero tolerance school concerning violence.**

**Note:** Internal school disciplinary action shall not in any way deprive the School District or an individual victim from pursuing any legal remedies available in the Criminal, Civil or Delinquency Courts of the Commonwealth, or United States.

### **SCOPE OF RULES OF DISCIPLINE**

These rules shall apply to any conduct:

- (a) on school grounds during the school day or immediately before or after school hours;
- (b) on school grounds at any other time when the school is being used by a school group;
- (c) off school grounds at any school activity function or event;
- (d) traveling to and from school, including actions on any school bus, van or public conveyance;
- (e) off school grounds when the conduct may reasonably be expected to undermine the proper disciplinary authority of the school, the safety of students or staff, or disruption within the school

### **DISCIPLINARY RECORDS**

All official disciplinary records for incidents involving the possession of a weapon or acts of violence, shall remain in the student's permanent record (pocket), and **must** be transferred with the student to any school within the District, or public school within the Commonwealth. They shall also be released to any other school upon request if the student is enrolled in the school or district or by permission of the student's parent or guardian if the student is not enrolled.

All EH-21s and EH-31s shall be maintained in the student's permanent record (pocket).

All EH-20s, EH-21s and EH-31s for incidents involving violence (to a person or to property) or possession of a weapon, drugs or alcohol shall be maintained in the student's permanent record (pocket). They must also be transmitted to any school within the School District as well as to any K-12 school in the Commonwealth of Pennsylvania in which the student is enrolled.

EH-20s not involving weapons, drugs, alcohol or acts of violence may be expunged from the student's records after two years of good conduct; i.e., no new EH-20s (pink slips) or 3s in behavior.

### **STUDENT PRIVILEGES**

The behavior of a GWHS student should reflect the standards of good citizenship expected by society. Self-discipline is one of the most important goals of education. While education is the right of all American youth, student participation in certain ancillary programs and activities are not rights, which are guaranteed, but rather privileges which may be granted.

Examples of such privileges are:

Participation in co-curricular activities (both athletic and non-athletic)

Attendance at home athletic events

Attendance at school-sponsored events such as dances, proms, trips, etc

Participation in commencement ceremony

Membership in school-sponsored clubs and organization

Parking privileges

Students wishing to take advantage of these opportunities are expected to exhibit appropriate behavior on a regular basis. Compliance with the School District of Philadelphia Code of Conduct will be a prerequisite for granting such privileges. Students with senior status who are not graduating will not be permitted to participate in any senior activities.

A discipline review by the administrator in charge and those professionals he/she deems appropriate to consult, will withdraw the privileges of any student who demonstrates a consistent disregard for proper behavior and cooperation. Upon seeing evidence of appropriate behavior modification over an extended period of time, the review board may reinstate privileges previously revoked by the administrator in charge of discipline.

**All students involved in Level II infractions can result in a 21 process. Students involved in this process may be transferred to an alternative setting.**

**Dean’s Office**

Room 23

Deans

Ms. Karen James	Discipline	Ext. 1703
Ms. Bonnie Hughes	PGC/Peer Mediation/Discipline	Ext. 1701
Ms. Stacey Lackey	Cutting/Discipline	Ext. 1700
Mr. John Green	Lateness to class/Safe Corridors/ Uniform Violations	

Staff

Ms. Trish O’Connor	Special Education/Discipline	Ext. 1082
Mr. Chris Meile	Detention Supervisor	Ext. 1065
Ms. Donna Deissler	Secretary	Ext. 1720

**Unserved detentions may result in further disciplinary action.**

**\*Please Note, the Paul Robeson High School for Human Services dean’s office is aspiring to become a “Paperless environment”. Parents/Guardians and students are expected to ensure that all student records are accurate and updated on a continual basis so that information regarding students can be regularly communicated via phone, email, and ParentLink.**

## **APPENDIX B-REGULATIONS**

### **ATTENDANCE AND PUNCTUALITY OF PUPILS**

Comprehensive High School Region and Robeson High School, consistent with Commonwealth of Pennsylvania law and regulations, will not condone nor permit absences from school for an unlawful reason and will not issue credit if minimum student attendance is not achieved. Therefore, every student enrolled at Robeson High School shall be in daily attendance except for the following reasons:

1. Illness of pupil
2. Illness in family
3. Death in the family
4. Quarantine
5. Inclement weather
6. Religious Holiday
7. Other **URGENT** reasons

Absences for the above reasons—when properly verified—will not be counted against the student, although work missed must be made up. All other

absences, which occur without prior administrative approval, shall be considered unexcused for all purposes. Once a day of absence has been determined to be UNEXCUSED students shall:

### **ABSENCE VERIFICATION**

When a student returns to school after an absence, a written excuse must be provided by a parent/guardian. Please use the official absence form provided for your convenience. A blank form will be supplied to your child upon the return of the official absence form. This excuse must be one of the permissible reasons for absence stated in Part A above in order for the absence to be excused. Unless a written excuse is presented within three (3) school days after the student returns to school, the absence will be counted as unexcused. A doctor's excuse may be required for any absence due to illness or injury that is five (5) or more consecutive school days in duration and/or for a student who is consistently absent from school ten (10) or more days in order for the absences not to be declared unexcused.

### **Policy Explanation**

**Absences will be coded “unexcused” if a note is not provided by the parent or guardian.**

**Excessive lateness and or absence will have a negative effect on your child’s academic achievement.**

**Unexcused lateness which causes a student to miss all or a substantial part of the day’s instructional time may be coded as an unexcused absence.**

**Students with excessive unexcused absences may be referred to Truancy Court.**

-----

### **SAMPLE ABSENCE NOTE**

Student's Name (Please Print) _____		Book # _____
Date _____		
Teachers Please Initial _____	Date of Absence(s) _____	
Advisor _____		
Period 1 _____	Reason for Absence _____	
Period 2 _____		
Period 3 _____		
Period 4 _____	SAMPLE OF OFFICIAL	
Period 5 _____	ABSENCE NOTE	
Period 6 _____		
Period 7 _____		
Period 8 _____		
Parent Signature _____		

White Copy—Send to office after Advisor signature

Yellow Copy—signed by all teachers and retained by student/parent

A copy of this official absence note will be handed to each student. The student will receive one copy of this form together with the copy of the Student Handbook. The official absence form will be in two parts: white/yellow. After the student has had the form signed by the advisor, the yellow copy must be initialed by all teachers whose classes were missed that day, the white copy is to be given to the advisor to turn in to the office and the yellow copy is for the student to keep for his/her records. Another official absence note will be given in return for each completed copy of the official absence form returned. If a student is to absent for an extended period of time for travel outside the country, etc. an extended absence form must be completed. *See form in appendix.*

### **CLASS CUTS-MS. STACEY LACKEY**

Cutting classes will have a negative impact on academic achievement. Students who are present in school on a given day but are illegally absent from a scheduled class are subject to disciplinary action.

#### **Cutting class will result in the following disciplinary actions:**

- 1<sup>st</sup> cut- Parent notification (via phone call, email, postcard etc.) by the teacher.
- 2<sup>nd</sup> cut- School Detention.
- 3<sup>rd</sup> cut- SMART program, In-House Detention, Suspension through Discipline Office, Community Service, Assistant Principal or Principal.

#### **Failure to attend assigned detentions will result in suspension.**

Chronic cutting will result in, but not limited to, loss of participation in school activities such as proms, music activities, athletics, trips, etc.

Continued cutting repeats remediation cycle. Periodic hall monitoring will take place and students who are unauthorized will be assigned a detention and/or be suspended immediately. **REMEMBER THAT ALL JOBS, COLLEGES, AND MILITARY RECRUITMENT PROGRAMS REQUIRE GOOD ATTENDANCE AND PUNCTUALITY.**

---

## DETENTION NOTIFICATION FORM

Date: \_\_\_\_\_

Student: \_\_\_\_\_ Book #: \_\_\_\_\_ ID #: \_\_\_\_\_

Date of Detention: \_\_\_\_\_ Time: \_\_\_\_\_ Room #: 164

Reason: **Class Cutting**

Cutting Dates: \_\_\_\_\_

Referring Teacher: \_\_\_\_\_ ( please print )

Student must return signed form to the detention room on the day they serve detention. You have 3 days from initial assigned date to serve detention. Failure to serve detention within the 3-day period will result in suspension. If you refute the information, it is the **student's responsibility** to resolve it with referring teacher **prior** to receiving final notice. Teacher must sign this detention for in order to be excused from serving detention.

---

## LATENESS TO SCHOOL (TARDINESS)-MS. ANN HAJDUK

Students are late to school if they arrive after 7:45 AM. A cycle of consequences will be issued after 5 latenesses. The consequences are as follows:

- a. One ( 1 ) hour school detention and parental contact after 1<sup>st</sup> set of 5 latenesses
- b. CSAP meeting after the 2<sup>nd</sup> set of 5 latenesses
- c. 1 day In-House Detention after each set of 5 latenesses

The cycle is repeated for the 4<sup>th</sup> set of 5 latenesses and continues on indefinitely after each set of 5 latenesses. If a student is more than 30 minutes late to class without a written excuse from an administrator, faculty or staff member, he/she will be considered cutting.

A student's late arrival to school will be excused for the following reasons only:

1. Personal illness - must provide note from parent upon arrival
2. Very unusual weather conditions
3. **Exceptionally** urgent reasons - must pertain to student
4. Required court appearance

5. In the case of an exceptional student (Special Education) where the tardiness is caused by or directly related to the student's exceptionality.

**Students are to report to the Student Ombudsman and Student Advisor upon arrival to school after 9:00 AM.** If a student is to arrive late, parent or guardian, must provide a signed note with a telephone number or email where the parent can be reached for confirmation. If such a note is not presented at the time of arrival it is the **student's responsibility** to present it to the front desk prior to swiping in on the next school day. Failure to meet this requirement may result in disciplinary action. The classification of the lateness as "unexcused" with a grade of zero is given for any missed work.

CSAP coordinators will work with students who have excessive lateness and who may require a parent/guardian conference or referral for disciplinary action. If lateness continues after the parent conference, percentage points will be deducted from final marking period averages for those classes affected by lateness.

### **DETENTION NOTIFICATION FORM FOR EXCESSIVE LATENESS**

Date: \_\_\_\_\_

Student: \_\_\_\_\_ Book #: \_\_\_\_\_ ID # \_\_\_\_\_

Period: \_\_\_\_\_

Late Dates: \_\_\_\_\_

Teacher: \_\_\_\_\_

After the 5<sup>th</sup> lateness to class, teacher is to contact the student's parent or guardian. This form is to be completed after the 10<sup>th</sup> lateness to class. At that time, an after school detention will be assigned in room \_\_\_\_\_.

**Please return forms to Mr. Green's mailbox.**

**Parental Contact Information:**

**Phone #:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Detention Date:** \_\_\_\_\_

**Served/Cut/Rescheduled/Suspended**

### **MAKE-UPS FOR EXCUSED ABSENCES**

Any student who is absent from school/class for any reason (including participation in activities) must make up all missed class assignments; and if the made up work is satisfactory, the student will receive full credit for the assignment. Work is not permitted to be made up during class unless special provisions are made with the teacher.

**Parent/guardian of any student who will be lawfully absent for more than five (5) school days must notify the school so that arrangements for home assignments can be offered.** The parents/guardians for any student who will have a prolonged absence (4 weeks or longer) must notify the school to make the necessary arrangements for some method of homebound instruction. In each case, substantiation of the reason for the absence is required.

NOTE: Students with excessive lateness will be barred from any extra-curricular activities for the report card period.

### **COLLEGE VISITATIONS**

Normally, college visitations by juniors and seniors shall be scheduled during non-school time. If the visitation cannot be so scheduled, one day prior to the visitation the student must present to the proper authority a letter from the college or a parent requesting the visitation. If prior approval is not received, the days will be declared unexcused absences.

### **ATTENDANCE CHECKS FOR PARENTS**

School attendance is the responsibility of the pupil and parents/guardians. A student who fails to meet the requirements for daily attendance by absenting himself/herself from school is clearly impeding and diminishing the learning process. Parents may check pupil attendance by calling school to check attendance from 2:40 to 3:10 PM daily. The school telephone number is 215-961-2001.

### **RANK AND AVERAGE**

For inquiries about rank, average, and policies on weighting of transfer credits, please contact your counselor.

## **APPENDIX C- OTHER RULES AND REGULATIONS**

### **SEARCH AND SEIZURE**

Any search of a student's locker, clothing, wallet, pocketbook or person shall be done only by the principal or his or her designee and must be reasonable under all circumstances.

Under ordinary circumstances, a search will be justified where there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school district.

Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and it is not unreasonable or intrusive in light of the student's age and the nature of the infraction.

The search should be conducted according to the dictates of reason and common sense and its scope should be no more than is necessary to achieve the purpose of preserving order in the schools.

1. LOCKERS belong to the School District and are provided to the student only for limited purposes. The administration has a right to inspect a student's locker at any time for any "reasonable cause."
2. AUTOMOBILES may be searched by the administration or designee to detect the possible possession of drugs, alcohol, weapons, or possible stolen properties or for any other "reasonable cause."
3. PAT DOWN SEARCH may be made by a designated school employee of the same sex for reasonable cause.
4. COMPLETE SEARCH may be conducted if there is reasonable proof or evidence of illegal material being hidden on the person and safety concerns require an immediate search. Such a search will be made by a designated school employee of the same sex with a witness present. The search will be conducted as unobtrusively as possible while still conducting a search the scope of which is reasonable under the circumstances giving rise to it.

All searches will be reasonable in scope.

### **SEARCHES OF STUDENTS AND STORAGE AREAS**

For the safety of the entire school community, any student or school visitor is subject to having his/her person scanned, and or his/her personal belongings inspected upon entrance to any school building, program or conveyance.

Lockers, locks, desks or storage compartments may be provided for the use of students, but remain the property of the School District. Students should be aware that:

1. The school keeps a record of each locker number and the combination of every locker and lock assigned to a student.

2. Students must notify the school office when a lock is lost. Students may not switch or replace locks themselves.
3. No drugs, alcohol, weapons, money or contraband may be kept in any locker, desk, lab, gym, shop compartment or any other storage place.
4. Students may not share lockers with others, except by permission of school officials, and must keep lockers locked.
5. **The School District has the right to randomly or periodically inspect lockers, desks, and other storage areas at any time. Students do not have the right to be present during such searches.**
6. Students shall not leave money or other valuables in lockers, desks or other storage areas. **The School District assumes no responsibility for loss of a student's personal property.**

### **PHYSICAL RESTRAINT**

Staff members may use reasonable force as is necessary to protect themselves from attack, protect another person or property, quell a disturbance threatening physical injury to others, and/or obtain possession of dangerous objects.

### **USE OF TOBACCO**

The Commonwealth of Pennsylvania through the provisions of Act 168, 1988, and the School District of Philadelphia, Board of Education Policies 222, 323, 423, 523 regulate the use of tobacco by school pupils, School District employees and visitors on School District buildings, grounds, school buses, or on any property owned, leased, or controlled by the School District. Use of tobacco as used in these regulations encompasses smoking of cigarettes, cigars or pipes and using smokeless tobacco.

Any person violating any provision of the ordinance shall, upon conviction, be sentenced to pay a fine of not more than three hundred dollars (\$300) and costs of prosecution for each violation. Failure to pay the fine and all costs will be punished by imprisonment of up to ninety (90) days for each violation.

Pupils are prohibited from using tobacco in or on the following locations or activities:

1. School buildings and grounds
2. School buses (or leased buses)
3. Property owned, leased or controlled by the School District
4. While participating in School District sponsored or approved events.

Failure to comply with the above policy will result in disciplinary action. In addition, all tobacco products will be confiscated.

## **APPENDIX D- APPLICABLE LAW, REGULATIONS AND POLICIES**

### **AGGRAVATED ASSAULT**

- (a) Offense defined - A person is guilty of aggravated assault if he/she:
1. attempts to cause serious bodily injury to another, or causes such injury intentionally, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life;
  2. attempts to cause or intentionally, knowingly or recklessly causes serious bodily injury to another with a deadly weapon; or
  3. attempts to cause or intentionally or knowingly causes bodily injury to a teaching staff member, school board member, other employee or student of any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school while acting in the scope of his or her relationship to the school.
- (b) Grading. - Aggravated assault under subsection (a) 1 is a felony of the first degree. Aggravated assault under subsection (a) 4 and 5 is a felony of the second degree.

Amended 1986, Dec. 11, P.L. 1517, No. 164 & 1, effective in 60 days; 1990, Feb. 2, P.L. 6, No. 4 & 1, effective in 60 days; 1005, July 6, P.L. 238, No. 27 & 1, effective in 60 days.

### **DISORDERLY CONDUCT**

- (a) Offense defined - A person is guilty of disorderly conduct if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he/she:
1. engages in fighting or threatening, or in violent or tumultuous behavior;
  2. makes unreasonable noise;
  3. uses obscene language, or makes an obscene gesture; or
  4. creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.
- (b) Grading. - An offense under this section is a misdemeanor of the third degree if the intent of the actor is to cause substantial harm or serious inconvenience, or if he/she persists in disorderly conduct after reasonable warning or request to desist. Otherwise disorderly conduct is a summary offense.
- (c) Definition. - As used in this section the word "public" means affecting or likely to affect persons in a place to which the public or a substantial group has access; among the places included are highways, transport facilities, schools, places of business, any neighborhood, or any premises which are open to the public.

**1972, Dec. 6, P.L. 1482, No. 334 & 1, effective June 6, 1973.**

## **ACT 26 EXECUTIVE SUMMARY**

### **WEAPONS/EXPULSION**

A. #1317.2 requires public schools to report to police, and expel, for a minimum of one year, any student found in possession of "any knife, cutting instrument, cutting tool, nanchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury" (in school or while traveling to or from any school or school program, including on public transportation).

1. Limited exceptions may be made by the Superintendent on a case by case basis.

2. This Act does not limit the authority or duty of the School District to make an alternative assignment or make educational services available during the period of the expulsion.

B. Special Education procedures must be followed for exceptional students. Presumably this includes the parent's right (except in the case of firearms) to maintain the student in the current program pending the outcome of due process procedures.

### **REPORTING & RECORDS REQUIREMENT (# 1301.et seq.)**

A. All new incidents involving acts of violence or possession of a weapon by any person (student, visitor, or trespasser) must be reported at least twice a year to the PA Dept. of Education on an approved form. The information on each report must include: a) age or grade of student, b) name and address of school, c) circumstances of incident and type of weapon, d) sanction imposed, e) notice to police, f) remedial programs involved, g) parental involvement, h) relationship of violator to the school, and i) arrests, convictions or adjudications, if known.

B. Prior to admission to any school entity, The School District of Philadelphia requires parents/guardians to sign a sworn statement as to whether their child was ever expelled or suspended from any public or private school for an offense involving weapons, drugs, alcohol, willful injury to another person or any act of violence on school property. This document is part of the registration process.

1. This record must be maintained as a part of the student's permanent disciplinary record, and

2. A certified copy of the student's disciplinary record must be transmitted to any school to which the student transfers, upon request, without parental consent.

### **ELIGIBILITY STANDARDS FOR EXTRACURRICULAR ACTIVITIES**

The School District's policy on student participation in sports and all other extracurricular activities sets forth academic, attendance, citizenship and behavioral requirements for grades 5 through 12.

For all high school students (grades 9 through 12) the academic standards are the following:

To be eligible for interscholastic athletic competition, a student must pursue a curriculum defined and approved by the Principal as a full time curriculum. The student must be passing at least four full credit subjects, or the equivalent. Eligibility shall be cumulative from the beginning of the grading period, shall be reported on a weekly basis, and shall be filed in the Principal's office. In cases where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for in this Section, the student shall be ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which the student's cumulative work from the beginning of the grading period meets the standards provided for in this Section. (Section X PIAA By Laws)

The terms "extracurricular activities" shall include all interscholastic sports in the after-school athletic program, dramatics (including school shows and stage crew), school band (including All-City Band), school orchestra (including All-City Orchestra), school chorus (including All-City Chorus), art competitions, trips, student government, yearbook, school newspaper, chess, debating and other teams and clubs. PLEASE NOTE THAT ALL RULES ARE IN EFFECT REGARDING PIAA ATHLETIC ELIGIBILITY.

### **SCHOOL-SPONSORED ACTIVITIES**

School District policy dictates that a student must be present in order to participate in any school-sponsored activity for that day. A student on out-of-school suspension may not attend or participate in any extracurricular activities during the length of the suspension. Any student, who is absent the day before a school holiday or a weekend, is not permitted to participate in a school-sponsored activity for the holiday or weekend unless a valid excuse is presented to the faculty advisor in charge of the activity. The Student Code of Conduct will apply to all school-sponsored activities.

### **CELL PHONES, ELECTRONIC DEVICES, IPODS and CD PLAYERS**

Students will be allowed to store their cell phones, IPOD, CD players and electronic devices in their lockers or book bags. **IPODs can be used in cafeteria only.** If these devices are seen or heard, teachers/staff will ask student to put them away. If student disregards this caution, then the device will be confiscated and given to the grade Assistant Principal and returned to a parent. If a student refuses to follow this GWHS rule, he/she will be suspended. The teacher will complete a pink slip if student refuses to give the cell phone to the teacher. Paul Robeson H.S. does **not** have a "guaranteed return policy" on confiscated contraband. School personnel are not responsible for the protection of confiscated contraband nor can school personnel be held liable for safekeeping of such items.

**We cannot emphasize enough that ANY CELL PHONE SEEN OR HEARD DURING THE SCHOOL DAY WILL BE CONFISCATED.**

### **MACE, PEPPER SPRAY AND LASER POINTERS**

It is the policy of the School District of Philadelphia that students may not possess mace, pepper spray or laser pointers in school. They will be confiscated and not returned. A student will also be subject to Level I discipline for possession of either of these items. A student discharging or using either of these items in the building or proximate to other people will be deemed as having committed an aggravated offense under Rule 14 of the School Code of Conduct.

### **COMPULSORY ATTENDANCE**

#### **PENNSYLVANIA LEGISLATURE AMENDS COMPULSORY ATTENDANCE STATUTE**

The Pennsylvania legislature has amended the state compulsory attendance statute to require that every parent or guardian having the control of a child of compulsory school age who fails to comply with the act must pay a fine not exceeding \$300 or complete a parenting education program. If the parent or guardian defaults on the fine or completion of the parenting program, he or she shall be sentenced to the county jail for a period up to five days. If the parent or guardian shows that he or she took every reasonable step to ensure attendance of the child at school, he or she shall not be convicted of the offense. The district court may suspend a sentence provided that the child is no longer habitually truant from school without justification. The court may order the parent or guardian to perform community service in the school district in which the offending child resides for a period not to exceed six months.

If a parent is not convicted because he or she took every reasonable step to ensure the child's attendance, children who are at least 13 years of age who fail to comply with the provisions of this act shall be sentenced to pay the fine. The child may, in lieu of the sentence, be referred by the school district for services or possible disposition as a dependent child. The legislature has also provided that the state Department of Transportation suspend for 90 days the driver's license of any child upon receiving a certified record that the child was convicted of violating the act. If the child is convicted more than once, the department shall suspend his or her driving privileges for six months. The legislature has provided that the Department of Education formulates recommendations for the General Assembly concerning the establishment and funding of effective community-based anti-truancy pilot programs.

Pennsylvania Laws, Act No. 1995-29, 1995 Session Laws. Public School Code 1333 and 1338.

## **COMPULSORY ATTENDANCE PARENT SIGNATURE FORM**

TO THE PARENT(S) OR GUARDIAN;

WHAT HAPPENS IF YOU ARE CHARGED WITH VIOLATING THE PENNSYLVANIA SCHOOL CODE (24 P.S. 13-1327-1333) COMPULSORY EDUCATION ATTENDANCE LAW?

1. All children of "compulsory school age", between the ages of 8 and 17, must attend school in Pennsylvania. The child's parent or guardian can decide when to start their children but it must be no later than age 8 and the children must attend school regularly until their 17<sup>th</sup> birthday or upon graduation from high school.
2. As a parent, guardian or person in a parental relationship who is responsible for a child between the ages of 8 and 17, you are liable for making sure the child attends school regularly.
3. This section holds every parent or guardian of a school-age child responsible for the child's attendance at school. If a child is found to be truant, his or her parent or guardian can be subjected to the following:
  - A. A FINE, UP TO \$300.00.
  - B. COURT COSTS.
  - C. ORDERED TO ATTEND PARENTING CLASSES.
  - D. SENTENCED TO UP TO FIVE (5) DAYS IN JAIL.
  - E. SENTENCED TO UP TO SIX (6) MONTHS COMMUNITY SERVICE.
  - F. REMOVE THE CHILD FROM HIS OR HER HOME AFTER THE COURTS HAS DECLARED THE CHILD DEPENDENT.
4. In Pennsylvania, truancy is defined as when a child of compulsory school age is absent from school for three or more days without a valid excuse.
5. Before bringing an action against a parent or guardian under this act, the school must give the parent or guardian three (3) days written notice of the violation. The notice comes from the school attendance officer. If a child is truant again, the parent does not have to receive additional notice to be held liable.
6. When a child is truant, teachers are responsible for giving a list of the name of truant students to the school attendance officer who serves the parents with the notice. The school district then files a truancy petition in Family Court. Finally, a truancy hearing is scheduled.
7. The child and every parent, guardian or person in a parental relationship must appear at the truancy hearing. Unless the parent or guardian shows that she/he took every reasonable step to ensure the child's school attendance, the parent or guardian shall be convicted and subject to the penalties outlined above.
8. If convicted, you may appeal to the Court of Common Pleas in Philadelphia County.

WHAT HAPPENS TO A CHILD OVER THE AGE OF 13 WHO IS NOT COMPLYING WITH COMPULSORY SCHOOL ATTENDANCE LAWS?

1. If a parent or guardian is not convicted because reasonable efforts were shown to ensure the child's attendance at school, a child who is at least 13 years old may be convicted under this section and fined up to \$300.00 for each offense, or may be assigned to an adjudication alternative program (such as an education program). The court may also adjudicate a child, 13 or older, as a dependant, if the child does not pay the fine or complete an alternative program. Any such child who is adjudicated dependent by the court may be removed from his or her home by the court and placed in a facility for dependent children.
2. A child who is found to be truant can also have his/her driver's license suspended for up to 90 days for the first conviction of truancy and six months for any other convictions of truancy. If the child does not have a license, the chance to apply for one can be suspended for 90 days for the first offense and six months for additional offenses.

I ACKNOWLEDGE THAT I HAVE READ THE ABOVE AND MAY BE SUBJECTED TO ANY OR ALL OF THE ABOVE INSTRUCTIONS.

---

(Signature)

**USE OF COMPUTERS**  
**SCHOOL DISTRICT OF PHILADELPHIA**

**COMPUTING AND INTERNET**

**ACCEPTABLE USE POLICY**

**A. 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.

**B. 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 Web 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.

### **C. 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 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, etc.
7. 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.
8. Users may not post information that could endanger an individual, cause personal damage or cause danger of service disruption.
9. Users may not knowingly or recklessly post false or defamatory information about a person or organization.
10. Users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
11. 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.
12. Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
13. Users may not engage in personal attacks, including prejudicial or discriminatory attacks.
14. Users may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
15. Users may not re-post a message that was sent to them privately without permission of the person who sent them the message.
16. Users may not forward or post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

17. Users will not install or reproduce unauthorized or unlicensed software on District resources.
18. Users may not plagiarize works that they find on the Internet or other resources.
19. Users may not use computer resources and Internet for private business activities or unreasonable personal use.
20. Users may not use the District's private network for political lobbying.
21. Students will not download files unless approved by their teacher.

#### **D. System Security Obligations**

1. Users are responsible for the use of their individual access account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person.
2. Attempts to log on to the District's private network or any other network as a system administrator is prohibited.
3. Any user identified as a security risk or having a history of violating this or any other Acceptable Use Policy may be denied access to the District's private network.
4. Users will avoid the inadvertent spread of computer viruses by following the School District virus protection procedures if they download software or share a common file directory.
5. Users should immediately notify a teacher or system administrator of any possible security problem.
6. Students will promptly disclose to their teacher or other appropriate school employee any message received that is inappropriate.

#### **E. Filtering**

1. As required by law and in recognition of the need to establish a safe and appropriate computing environment, the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet.

#### **F. Due Process**

1. The School District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through The District's private network.
2. In the event there is an allegation that a student has violated the District Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and will be provided with notice and opportunity to be heard in the manner set forth in the Student Hearing Process Policy. Disciplinary actions may be taken.

3. Employee violations of the District Acceptable Use Policy will be handled in accord with law, School Board Policy or collective bargaining agreement(s), as applicable.

## **G. Administration**

1. The Chief Information Officer has the responsibility and authority for the development, publication, implementation and ongoing administration and enforcement of the processes and techniques required to protect the Philadelphia School District's computer systems from unauthorized access, loss or misuse.
2. School principals have the responsibility to establish a system to ensure adequate supervision of students using the system and to maintain executed user agreements for students. They are also responsible for interpreting and enforcing this policy at the local level.
3. Local management has the responsibility to interpret and enforce this policy for employees including maintaining executed user agreements.

## **SPECTATORS CODE OF CONDUCT**

### **An informed spectator realizes that:**

1. High school athletes are amateurs and are constantly learning. They deserve encouragement and praise, not public criticism.
2. Coaches work long, hard hours to learn about the sport they are coaching and to teach the proper skills to the athletes. They, and they alone, are responsible for decisions on use of players and strategies employed.
3. Officials spend long, tedious hours learning the rules of the sport. They must make hundreds of instantaneous decisions during a contest, and mistakes may occur. His or her decisions must be accepted by everyone involved in the sport. Coaches and officials deserve thanks for their efforts, praise for their successes, and understanding of their mistakes.

It is the policy of Paul Robeson High School for Human Services that spectators who do not conduct themselves properly will be asked to modify their behavior. Any spectator who chooses not to follow the basic principles of good athletic behavior may be asked to leave the contest. **No refunds will be given.**

**Specific behaviors that will be deemed unacceptable for spectators at GWHS athletic events include:**

1. The use of abusive, profane or obscene language — whether directed toward participants, coaches, officials or other spectators;
2. Any actions that interfere with the orderly conduct of the event, including interference with school personnel in the performance of their duties;
3. Excessive criticism of players, coaches or officials.
4. Possession of any intoxicant or being under the influence of any intoxicant;
5. Conduct that incites players or other spectators to commit an act of violence;
6. Any conduct that school officials deem inappropriate for an athletic contest.

**The above code of conduct applies to all contests involving Paul Robeson High School for Human Services athletic teams regardless of the site of the contest.**

**TEXTBOOK COMPACT**

The Philadelphia Board of Education recently passed an extended textbook policy, which is now in effect in our school.

Policy #224:

Students are responsible for the care, maintenance and timely return of all textbooks. Schools shall require students and/or parents to sign a compact acknowledging their responsibility for the care and prompt return of textbooks lent to them by the school.

Students 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 student to perform a prescribed number of hours of school service; withholding of a report card; and/or loss of privileges such as participation in sports or other extra-curricular activities, proms, and other special events or other graduation-related activities.

## **SCHOOL/PARENT/STUDENT COMPACT**

### **STUDENT:**

I realize that my education is important. I know that I am responsible for my own success. Therefore, I agree to carry out the following responsibilities to the best of my ability:

1. Get to school on time every day.
2. Develop a positive attitude about school.
3. Return completed homework on time.
4. Be a cooperative learner and carry out the teachers' instructions and directions.
5. Ask for help, when needed.
6. Be respectful to school personnel, other students and school.
7. Participate in appropriate extra-curricular activities.

### **PARENT:**

I realize the importance of working cooperatively with the school. I understand that my participation in my child's education will help his/her achievement and attitude. Therefore, I join with Paul Robeson High School for Human Services by carrying out the following responsibilities to the best of my ability:

1. Create an atmosphere that supports learning by encouraging reading activities.
2. Send my child to school regularly, on time, well fed and well rested.
3. Monitor assignments and encourage homework completion.
4. Review all school communications and respond promptly.
5. Attend school functions and conferences.
6. Encourage my child to demonstrate respect for school personnel, her/his classmates and school property.
7. Participate in decisions relating to the education of my child.

**Paul Robeson High School for Human Services  
School District of Philadelphia**

**STUDENT AUP AUTHORIZATION AGREEMENT**

Please **PRINT** all information except for your *legal signature* wherever a signature is called for.

**The Student ID number is required. It is on the student roster.**

ID# \_\_\_\_\_ Student Name \_\_\_\_\_ Book # \_\_\_\_\_

**Student Agreement**

***You and your parent(s) or guardian(s) must sign this Account agreement to be granted access to District computing resources.***

I have read the District's Acceptable Use Policy on pages 38-42. I agree to follow the rules contained in this policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures or appropriate legal action

**Student**

**Legal Signature** \_\_\_\_\_ Date \_\_\_\_\_

**Parent or Guardian Authorization.**

I have read the District's Acceptable Use Policy on pages 39-42.

I hereby release the School District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use the District's private network, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

**Please circle the applicable response.**

**YES** I give permission for my child to use the District's private network and the District's private network (peer-to-peer accessibility) Email and certify that the information contained in this form is correct.

**NO** I do not give my permission for my child to use the District's private network and the District's private network (peer-to-peer accessibility) Email.

**Parent/Guardian**

**Legal Signature** \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian

Name (Print) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Apt \_\_\_\_\_ ZIP Code \_\_\_\_\_

**All students are required to return a completed form.**

# PAUL ROBESON HIGH SCHOOL FOR HUMAN SERVICES

## SIGNATURE SHEET

To help us properly implement the Code of Student Conduct, please check the appropriate options listed below and return this form via your child by **September 23, 2011**. Please **PRINT** all information except for your **legal signature** wherever a signature is called for.

**The Student ID number is required. *It is on the student roster.***

ID# \_\_\_\_\_ Student Name \_\_\_\_\_ Book # \_\_\_\_\_  
Address \_\_\_\_\_ Apt \_\_\_\_\_ ZIP Code \_\_\_\_\_  
Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

## STUDENTS

For each of the statements below, **Circle Y** for Yes or **N** for No.

**Y N** I have read and/or had explained to me the Code of Student Conduct of Paul Robeson High School for Human Services Academic Region

**Y N** I have read the Textbook Compact on page 43 and I understand my responsibility for the proper care and return of school property.

**Y N** I have read the Student Compact on page 43 and I understand my responsibilities as a student.

**Student**

**Legal Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## PARENTS OR GUARDIANS

For each of the statements below, **Circle Y** for Yes or **N** for No.

**Y N** As a parent or guardian of a high school student, **I have reviewed** the Code of Student Conduct of Paul Robeson High School for Human Services Academic Region.

**Y N** I have read the Textbook Compact on page 43 and I understand my and my child's responsibility for the proper care and return of school property.

**Y N** I have read the Parent Compact on page 44 and I understand my responsibilities as a parent.

**Parent/Guardian**

**Legal Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

All students are required to return a completed form to the main office.

***THE SCHOOL DISTRICT  
OF PHILADELPHIA***

***SCHOOL REFORM COMMISSION***

***William J. Green  
Feather Houstoun  
Farah Jimenez  
Wendell E. Pritchett  
Sylvia P. Simms***



***William R. Hite, Jr., Ed.D  
Superintendent of Schools***

***Sean Conley  
Assistant Superintendent [ Neighborhood Network #2***

***Richard M. Gordon IV  
Principal***

***Leadership Team  
Ms. Margie Goodwin  
Mrs. Karla Johnson  
Mrs. Kimberly Lent  
Mr. Andrew Saltz***