

School District of Philadelphia
THE PAUL ROBESON HIGH SCHOOL FOR HUMAN SERVICES

PARENT & STUDENT HANDBOOK

2017-2018



RICHARD M. GORDON IV

PRINCIPAL

This guide 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’s Student Code of Conduct. This document will be also used towards our continuing goal to examine our school's discipline data at the end of each school year, making changes to the plan and this document as needed

School-wide Expectations

MOTTO:

“Change starts with a Robeson student”

Our Vision

Our vision is to provide a rigorous “thinking” curriculum with practical college and career-ready experiences that cultivate a deep understanding of community needs in order to prepare student for a life of service and post-secondary study.

Our Mission

Paul Robeson High School is a nurturing learning community that not only fosters a sense of empowerment that drives students to seek healthy, positive, nurturing relationships, but also a community designed to assist students in the development of the 21st Century skills needed to succeed in post-secondary studies and careers in service to the local & global communities. As the premier high school for human services in the School District of Philadelphia, Robeson High School is an “HONORS” program that exposes students to careers in human services field through education, experiential engagement and research. Teachers enhance the curriculum with units that address relevant social and community issues. Elective academic experiences provide an overview of human services, urban issues, health technology and research. Capitalizing on our location in the heart of University City District, we develop partnerships with nearby universities and human service agencies. Our industry partners provide students with highly sought-after internships that which allow for pivotal experiences in their fields of interest as part of a capstone to career exploration.

Beliefs/expectations related to the Robeson learning environment

The following beliefs and expectations are the foundation of our school:

- A. Our “**ACADEMIC**” focus, effective teaching, and student learning are the highest priorities at Paul Robeson High School.
- B. We all “**BELIEVE**” in the success and unlimited possibilities of our students.
- C. Paul Robeson High School is a positive, nurturing school environment, built on the foundation of healthy relationships. “**Everyone**” in the school community must show respect and be treated with respect.

- D. **“Every”** student must be an active participant in the support of a safe school environment.
- E. The misbehavior of one student **will not** be allowed to interfere with the learning opportunities of another student.
- F. The misbehavior of one student **will not** be allowed to interfere with a teacher’s responsibility to teach all students.
- G. Staff, students, and parents are expected to, at all times:
 - 1. Demonstrate self respect, respect for others, and respect for the educational process and environment.
 - 2. Ensure our school and classrooms maintain a positive, safe, and productive environment.
 - 3. Handle all situations with respect for the rights of all.
 - 4. Focus on getting better as a member of the Robeson community each and every day.

**Rights and Responsibilities
Rights of Students**

Students shall have the right to:

- 1. Pursue a successful education in a safe environment without disruption.
- 2. Receive fair and equitable treatment without discrimination in every aspect of the educational system.
- 3. Be treated respectfully and as an individual.
- 4. Be informed of their rights, responsibilities, and discipline policies.

Responsibilities of Students:

All students share with the administration and faculty the responsibility to develop a safe learning environment within the school. Students shall have the responsibility to:

- 1. Attend school regularly, arrive on time, and bring materials.
- 2. Respect the personal, civil, and property rights of others.
- 3. Put forth conscientious effort in classroom work and homework.
- 4. Groom and dress appropriately.
- 5. Have knowledge of and follow school rules and regulations.
- 6. **Not** to use or be subjected to indecent, obscene, or foul language.
- 7. Report incidents or activities that may threaten or disrupt the school environment.

Rights of Parents/Guardians

Parents shall have the right to:

- 1. Receive regular official reports or their child’s academic progress.
- 2. Receive an explanation for the basis of any grade given by the teacher.
- 3. Request a conference with the teacher and/or principal.
- 4. Receive a prompt report of their child’s attendance to class or school.
- 5. To be notified of all disciplinary actions and/or suspensions.

Responsibilities of Parents/Guardians

Parents/guardians shall have the responsibility to:

1. Ensure that their child(ren) attend school regularly, on time, and for the whole school day in accordance with the mandates issued by the State of Pennsylvania and the School District of Philadelphia.
2. Present to school officials at any time any issue or concern in a calm, reasoned manner.
3. Work with the school on academic, disciplinary, or other related matters pertaining to their child.
4. Plan the time to attend all parent meetings and become involved with various school-related activities.
5. Talk with their child about school activities, expected behaviors, and academic progress.
6. Become aware and familiar with the rules set forth by the School District of Philadelphia's Code of Conduct and review them with their child.

School Procedures and Routines

A. Arrival to School

- 1) All students must arrive to school by 8:30 am, the start of 1st Period
- 2) All students must be dressed in full school uniform
- 3) Arrivals after 8:30 a.m. will be recorded officially as late to school in accordance to our School Lateness Policy
- 4) Any student who arrives to school after 10:00 am may not be permitted to enter the building unless they have documentation that explains the cause of their absence/lateness.

B. Assemblies - Assembly schedules will be announced during Advisory. Report to your assigned seats quickly and quietly.

C. Cafeteria - Report only to the lunchroom area during your designated lunch period. Students may be required to produce their I.D. cards to gain entrance to the lunchroom. Students must report to lunchroom first and then obtain authorization from staff in order to go to nurse, roster office, library and/or counselor. Written, implicit/explicit permission will be required in order to enter and/or leave the cafeteria area during lunch other than the designated time. **Students are not permitted to leave school premises for lunch** and are subject to suspension if they do so.

D. Cell Phones, Electronic Devices, iPads, and Laptops - Students will be allowed to store their cell phones, iPads, Laptops and electronic devices in their lockers or book bags. **Electronic Devices may not be used during instructional time (devices may be used in cafeteria during students' designated lunch).** If these devices are seen or heard, teachers/staff will ask student to put them away. If student disregards this caution, then the device is subject to be confiscated and given to School Administration and returned to a parent. If a student refuses to follow this ROBESON rule, he/she will be referred to School Administration for further disciplinary action. All teachers are required to adhere to the Paul Robeson High School Matrix when addressing this matter. Teachers may complete a pink slip for students with severe and/or repetitive infractions and for refusing to give the cell phone to the teacher due to classroom disruptions. **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, OR BECOMES A DISRUPTIVE COMPONENT DURING THE SCHOOL DAY IS SUBJECT TO BE CONFISCATED; AND FURTHER DISCIPLINARY ACTION MAY BE TAKEN.

E. Classroom Expectations - Every student is expected to adhere to a set of classroom rules and expectations that will work in conjunction with, but not contradictory to, school-wide rules and expectations. Students are to be respectful to all classroom teachers and all adults on the school grounds. Students are expected to raise their hands to ask a question and this is to be reinforced by all staff members. Classroom rules must be posted in a visible area of the classroom.

F. Cutting - If a student fails to attend or "cuts" a class during the day, the classroom teacher will call home, notify School Administration, and Counselor via email. The teacher is encouraged to continue to call the students' parents on each subsequent cut in an attempt to correct the students behavior. Progressive consequences will be issued for repeated class cutting and if the student fails to attend the detention within the allotted time, the student will be subjected to further disciplinary actions. Excessive class cutting will be immediately addressed through an EH-42 Conference with Teachers and Parent/Guardian of the student in question.

G. Dismissal – Students are not permitted to leave the school grounds for any reason once they have arrived at school, unless authorized by the Principal or designee. Under no circumstances shall students leave the school grounds during the school day with anyone other than a legal parent or guardian. Students must be signed out in the office first before leaving the school grounds. No student may leave a class before they are dismissed by the teacher. Students may not be dismissed before the sounding of the bell. The bell indicates the end of the period and all students must remain in their assigned areas until the period has come to an official end.

Early dismissals from school must be for emergency reasons only, in writing, and verified by the main office prior to leaving the building. Early dismissals may 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, counselor, or main office 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.

H. Emergency Contact Information

It is imperative that this school has on record current emergency contact telephone numbers for every student. This is a matter of safety and welfare in case of sudden illness or any unusual situation that may arise. If a student moves and/or changes phone numbers, the parent must write a note to the advisor and contact the attendance secretary, Ms. Valerie Terry in the Main Office with the new information immediately. Advisors are encouraged to update **emergency contact information for this reason on a monthly basis.**

- I. Emergency Closing of School** - The Chief Executive Officer may authorize the closing of all Philadelphia Public Schools because accumulated or pending snow or ice may render attendance by students and staff hazardous. When the Chief Executive Officer has authorized the closing of schools because of inclement weather, the Office of Information Services will notify radio and television stations. The number for all day schools operated by The School District of Philadelphia is 100, although most radio and TV stations would simply announce, "All Philadelphia Public Schools are closed." **INFORMATION REGARDING THE CITYWIDE CLOSING OF SCHOOLS IS USUALLY ON THE AIR BY 6:00 AM.** If there is an unexpected interruption in the schedule such as school closings due to snow/weather emergencies, the School District will also send out information through broadcast on KYW Radio and via Internet.
- J. Extracurricular Activities** - Robeson High School students are offered many opportunities for participation in student government, publications, music, athletics, drama, and various clubs. Students must be academically eligible to participate. Students can view the school's website to review a list extra-curricular activities and who will be the sponsor/coach. Students will be continually updated about all extra-curricular programs operating in the building.
- K. Fines/Fees Policies for Lost Photo I.D. / Textbooks** - Every student is issued a ScholarChip Photo ID card at the beginning of each school year. Students must bring their cards with them every day and have their cards scanned upon entering the school. A student who forgets his/her card is automatically fined \$1.00 for each day they do not have their card. In addition, a student who loses or damages a textbook issued to them by Robeson may be fined the costs of replacing or repairing the book. All such fines become the responsibility of both the student and his/her parent or guardian. Unpaid fines may prevent the student from receiving certain school

privileges, receiving diplomas, and transcripts and/or participating in extra enrichment activities. Fines for replacement ScholarChip ID Cards are \$10.00.

- L. Lateness to class** - If a student arrives to class after the start of class, that student will be deemed late to class. Passing time is three (3) minutes in between classes. When the student has been late to the same class at least five times, the teacher will contact their parents to inform them of the students tardiness to their class and then the teacher will submit a referral form to Dean and notify Counselor.
- M. Hallway (Transitions)** – Students will be provided three (3) minutes to pass between each class. Students may not linger or hang around in the hallways during transitions. Any student who does not report to class within the allotted three (3) minutes will be considered “late”, and may be subject to consequences levied by the teacher.
- N. Hallpasses** - 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. **NO STUDENT WILL BE ISSUED A PASS NOR BE PERMITTED TO GO THE BATHROOM THE FIRST AND LAST TEN (10) MINUTES OF EACH CLASS PERIOD.**
- O. Restrooms** - Students must have a hallpass when using the restrooms. Students must use restrooms on the 1st and 2nd floors throughout the day. During Lunch periods ONLY, all students must use restrooms next to the cafeteria or in the front lobby area. Students may have to check in with staff members in the hallways monitoring restroom use so that a log is kept regarding the number and frequency of student’s usage.
- P. Transpasses** – If a student resides 1.5 miles away (walking distance) or further from the school, that student will be eligible for a transpass provided by the School District of Philadelphia. Transpasses are distributed in Advisories every Friday and Monday. In the event that a Friday or Monday is a holiday, we will issue transpasses the next day before or the day after. It is the responsibility of each student to pick up his/her transpass at the designated times. Students are advised to keep transpasses in a safe location at all times. The school WILL NOT replace lost or stolen transpasses. If a student is absent during transpass distribution days, an absence note must be given in order to receive the transpass on an off-day.
- Q. Locks and Lockers** – Locks and Lockers will be issued by School Police. Lockers may be used three (3) times a day (Morning Entry, Lunch, After-School/Dismissal). Students are expected to use locker times wisely. Locks are the responsibility of students. Locks lost, broken, or stolen are the responsibility of students. Cost to replace lost, broken, or stolen locks are \$5. **SHARING LOCKERS IS NOT PERMITTED OR ADVISED.**

R. Dress Code Expectations - 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 Dress Code Policy, which pertains to all students. To support and help Robeson students and parents become a part of this process, we've decided on a Dress Code Policy. This means EVERYONE is expected to appropriately dress for school. All clothes must be tasteful and fit appropriately. 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 Dress Code policy. 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 ensure the safety and well-being of all students. Head coverings, except for documented medical or religious purposes, are not permitted in the building.

Dress Code Policy

Changed for 2017-18

The Philadelphia Board of Education mandates that all Philadelphia public schools adopt a dress code for all students. **After careful deliberation and along with student collaboration Paul Robeson High School has adopted a dress code and in exchange ALL STUDENTS will wear their lanyard with their ID.** Therefore, our official Paul Robeson High School dress code is:

- Top:** Any appropriate shirts or tee shirts. No bare midriff or sheer clothing. No camisoles, tank tops or revealing tops. No inappropriate sayings, language, or pictures on shirts.
- Bottom:** Clean and appropriate pants. All pants should be worn on hips with all body parts and undergarments covered. No ripped jeans or bottoms exposing body parts. Shorts/Skirts must be an appropriate length (end of the fingertips when arms are at side).
- Shoes:** Comfortable, appropriate shoes. No flip-flops, no open-toed shoes, no open-toed sandals. Comfortable sports slippers are acceptable, but must be worn with socks.

Headgear: Only religious headgear is permitted. NO HATS OR HOODS ON HEAD are permitted in the halls or classrooms.

The following are prohibited and under no circumstances will students be permitted to wear any of the following:

- *Thin strap shirts, tank tops, muscle shirts*
- *Hoodies on head*
- *Open-toed shoes of any kind*
- *Inappropriately ripped clothing*
- *Fish net shirts, see-through sheer clothing/plunging necklines*
- *Bare midriffs, halter tops*
- *Revealing Leggings or Stretch Pants*
- *Revealing Dresses and shorts*
- *High heels (above 3" high)*
- *Hats, caps, scarves (do-rags), 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.*
- *Clothing with obscene language or graphic pictures*
- *Articles of clothing that promote or advertise any substance illegal to use or possess.*
- *Articles of clothing that depict or promote sexism, violence, obscenity, vulgarity or ethnic prejudice.*
- *Accessories or apparel that could constitute a potential safety hazard for the student or others.*
- *Pajamas and slippers.*

In addition, we also enforce dress requirements for Physical Education classes.

The gym uniform is:

Top: Tee shirt imprinted with Paul Robeson High School.

Bottom: Shorts or exercise pants.

Failure to conform to this policy may result in disciplinary action.

Responsible Use of Electronic Media for Students

Paul Robeson High School recognizes that the use of technology is prevalent in society. Students and staff have access to the Internet, cell phones, games, and a variety of personal technology devices. Students and staff utilize social media websites and applications as well as a variety of other digital resources that allow them to interact, share, create and innovate. Staff members utilize these same resources as a means to effectively engage students, motivate student learning, and collaborate with colleagues.

When using Paul Robeson High School technology or network access, students are expected to follow the Student Conduct Behavior Code, including respecting others' privacy. Online student accounts to be used for legitimate educational purposes will be subject to monitoring and review, including review of text and attachments that are related to that student or students. At NO TIME should a student consider Robeson networked applications, accounts, or technology access private or confidential in any way.

While the school district does maintain Internet filters, there may be times when a student may accidentally or purposefully discover inappropriate materials online. Paul Robeson High School DOES NOT CONDONE the use of such materials. Inappropriate use of Robeson technology or network access is a violation of the Student Conduct Behavior Code. ***THIS INCLUDES, BUT NOT LIMITED TO, ANY VERSION OF CYBER BULLYING & HARRASSMENT ASSOCIATED WITH ANY ROBESON STUDENT.*** Access is a privilege, not a right, and all students are expected to treat this learning tool with respect. Robeson technology, network access, and electronic resources must not be used to:

- Harm other people.
- Interfere with other people's work.
- Steal property.
- Gain unauthorized access to other people's files or programs.
- Gain unauthorized access to online resources, including using someone else's password.
- Make changes to the hardware or software configuration of any machine, including installing or deleting any software.
- Improperly use the network, including introducing software viruses and/or bypassing local school or office security policies.
- Steal or damage data and/or computers and network equipment.
- Access, upload, download, and/or distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.

Failure to follow these guidelines may lead disciplinary action up to and including confiscation of technology being used inappropriately, loss of access to Robeson technology resources and further disciplinary actions as defined by the School District of Philadelphia's Student Code of Conduct.

Parental Involvement

Title I, Parental Involvement Policy

The Board recognizes that a child's education is a responsibility shared by the school and family. To effectively educate students, the schools and parents must work as knowledgeable partners. Parent and family involvement is an ongoing process that assists parents and families to meet their basic obligation as their child's first teacher and promotes clear, two-way communication between the home and school. Title I is a federal grant that focuses on academic supports and providing, among other things, meaningful and genuine opportunities for parents to participate in the education of their children. To this end, the Elementary and Secondary Education Act defines several specific requirements for Title I schools in the area of parental involvement. Each school must hold and document an annual Title I meeting to inform parents about how the school uses Title I funds, the school's AYP status, how to become involved in the school, and of their Rights to Know under the law.

One of the parents' ***Rights to Know*** is the right to request the qualifications of the teacher(s) and instructional paraprofessional(s) working with their children. In 2014-2015, schools will send home the Right to Know Qualifications letter with *all* students by September 30, 2014.

The information in this handbook may be updated during the course of the school year. The latest versions will be available on the School District's web site. www.philasd.org/robesonhs.net

For copies in languages other than English, please notify Paul Robeson High School or you may contact the Office of Translation and Interpretation Center at 215-400-6446.

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