

THE SCHOOL DISTRICT OF PHILADELPHIA

**STUDENT
HANDBOOK
2017 – 2018**

**PENN TREATY SCHOOL
600 E. THOMPSON ST.
PHILADELPHIA, PA 19125
215-291-4715
FAX: 215-291-5172**

Dr. William Hite, Superintendent of Schools

Samuel Howell, Principal

Peter Jepsen, Assistant Principal

Kelly Thompson, Assistant Principal

HISTORICAL SKETCH

This school, opened in 1927, is named for William Penn, who was an outstanding writer, religious leader and philosopher. He is credited with negotiating a peace treaty with the Indian chiefs of the Delaware, Susquehanna and Shawnee tribes, a few blocks from where the school presently stands.

Penn Treaty School has undergone significant changes in its 89 year history. Today, Penn Treaty serves students grades 6 to 12 and has one of the most diverse school programs in the District. Student relationships are constantly improving and school spirit is at an all-time high. Penn Treaty is preparing to be one of the most successful schools in the new millennium.

WELCOME

Welcome to the Penn Treaty School! We are looking forward to an exciting and productive school year. As a student of this school, you are expected to follow the rules that have been established for the welfare of the entire student body. The policies and procedures contained in this handbook have been carefully prepared and presented to enable you to enhance your educational program. Your success at Penn Treaty will be directly proportional to your efforts. Strive to make your educational experience profitable, productive and positive.

Mission Statement:

Penn Treaty School strives to ignite students' passion for civic participation and personal development by cultivating college and career preparation (AVID), providing opportunities for authentic experiences in the fields of science and technology (STEM academy), and promoting a culture of respect and responsibility.

Vision:

At Penn Treaty we build an academic community of students who will be productive citizens and have post secondary success. We create a family whose members are responsible, respectful, peaceful and love to learn!!!

ATTENDANCE POLICY

School Hours:

The school day runs from 7:40 am to 2:44 pm. Upon entering the building pupils are to report directly to their first period class.

Pupils not in first period class when the 7:40 am bell rings will be counted late to school.

Absences:

- You must present an excuse note from your parent or guardian, stating the reason for the absence. The excuse note must be turned in during admissions to the counselor in the morning. If the note is not received after 3 school days, your absence would be considered unlawful and you could face possible disciplinary action. It will be recorded as parental neglect and referred to truancy court.
- If you are absent for 3 or more days consecutively you must bring in a note from a physician.
- After nine (9) cumulative absences for illness for which a parent writes an excuse note, the 10th absence for illness must be accompanied by a physician's note. In addition, if a student arrives after 10 am or leaves before 1 pm without a valid excuse note, the student will be marked as half a day unexcused. Two half days will add up to one full day.

Lateness:

Any student arriving at school after 7:40 am shall be considered late. A late slip must be obtained from the front desk and/or main office. It is your responsibility to have a proper excuse note for class lateness.

Early Dismissal:

- Any early dismissals after 1pm MUST have a medical note or prior approval from a counselor. Parent/ Guardian with ID will need to come and pick up the student from the main office.
- All other times, parent/ guardian must present to the main office with ID and a note to pick up a student for an early dismissal. Students will not be dismissed early without a parent/guardian present.

Inclement Weather:

In case of bad weather, the School District of Philadelphia will decide whether or not school will be open. Announcements will be made between 6:00 a. m. and 8:00 a. m. on KYW-1060 and other radio stations. The number for Philadelphia schools is 100. You can also call 215-400-SNOW (4636).

CODE OF CONDUCT

The School District of Philadelphia has adopted a code of conduct in order to inform students, parents, and school staff of the behavior that is expected from all students that will ensure a safe and focused learning environment. Penn Treaty is committed to maintain a safe school environment.

Under the School District Code of Conduct, all students are expected to:

- Work to the best of their ability and make a conscientious effort in every class.
- Attend school every day and be 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.
- Treat students, teachers, administrators, and all other school staff in a respectful and positive way.
- Accept responsibility for actions.
- Consider the possible consequences to others of actions.
- Report any information to school staff that may help prevent danger or injury to students, staff or property.
- Exercise proper care when using the school facilities and equipment.

Please go to the school district website (www.philasd.org) and review the 2016-2017 Student Code of Conduct (under the Student Quick Links). Students who violate this code of conduct or Penn Treaty's School Wide Rules will face consequences for their actions.

PENN TREATY'S SCHOOL WIDE RULES AND EXPECTATIONS

1. Be aware of all rules and regulations for student behavior and to conduct themselves accordingly.
2. Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and protection of school property.
3. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities in accordance with the school uniform policy.
4. Exercise proper care when using the school facilities and equipment.
5. Make all necessary arrangements for making up work when absent from school.
6. Textbooks are public property and are on loan to students. The textbooks should be covered for protection. Students are responsible for lost or damaged textbooks or any other school materials.
7. Gum Chewing is not allowed.
8. Card playing and gambling is not allowed.
9. You are not to sell any kind of goods or services in school; i.e., candy, gum, etc.
10. Smoking or possession of cigarettes, combustible matter, matches, etc. is not permitted
11. Throwing of items on school property, walking to and from school, is not allowed.
12. You are responsible for following your schedule of classes and for being prompt at all times. Lateness to class will not be tolerated.
13. A student pass must be obtained when moving within the building after classes are in session.
14. You are not to carry or ingest any medicines on school premises without the school nurse's approval. If you must take any type of medication upon a doctor's prescription, notify the school nurse of this fact and arrange to leave the medicine with the nurse in the Health Suite. Parents must bring medicines to the nurse.
15. The school is not equipped to secure valuable items. Please do not bring such items to school.
16. No student is to remain after school unless under the direct supervision of a faculty member.

17. No Magic Marker or Sharpie pens are permitted in the school at any time no exceptions.

CELL PHONES / ELECTRONIC DEVICE POLICY

Cell phones, ipods, tablets, game systems or other electronic devices are not permitted in schools according to School District Policy. Penn Treaty discourages students to bring any devices, and if students still bring the device in, they will be collected by staff during morning admission, locked during the school day and returned to the student during dismissal. Any student found with these items in the building can be given consequences in accordance to the Code of Student Conduct. An administrator or dean will confiscate these items.

CONSEQUENCES

Student behavior policies assume that the vast majority of Penn Treaty students are cooperative young adults who respect the personal property and rights of others. However, students who continuously fail to meet their responsibilities face progressive discipline steps:

- Student / Staff Conference
- After-school Detention
- Parent Conference
- Suspension from school for up to 10 days.
- Suspension from extracurricular privileges.
- Loss of eligibility for awards and scholarships.
- Exclusion from special activities such as trips, dances, and commencement exercises.
- Recommendation for transfer to an alternative educational environment or expulsion from school.

Suspension:

Students on suspension are not permitted in Penn Treaty unless accompanied by a parent or legal guardian. Students in school on suspension are subject to arrest. Suspended students will be reinstated only after a parent or legal guardian sees the appropriate staff member. Sisters, brothers, or relatives are **not** permitted to reinstate a suspended student. Telephone calls are **not** an acceptable alternative. The student may not take part in co-curricular activities or meet with their regular classes. It is the requirement and a student's responsibility to make up all work they miss.

Specific violations for which students may be suspended:

- Violation of Pennsylvania Laws for Students:
 - Act 26 (Possession of Weapons)
 - Act 33 (Delinquent vs. criminal acts)
 - Act 93 (Blood alcohol content of minors)
- Fighting - students will be suspended and charged with disorderly conduct or assault.
- Physical or verbal assault on a student or staff can lead to referral to police. Charges of aggravated assault could be filed, leading to arrest.
- Vandalism (Destruction or Defacing) of School Property. Restitution is mandatory.
- Insubordination (Refusal to comply with reasonable requests from school personnel)
- Extortion - referral to police & recommendation for arrest
- Inappropriate or abusive language directed toward a staff member or student
- Smoking
- Fire alarm and safety equipment tampering - referral to Fire Marshall. A request will be processed by principal for immediate arrest.
- Leaving school without permission
- Drugs - referral to police/recommended for arrest

EH-42:

An EH-42 is a request for a parent to come to school to see an administrator or a teacher. An EH-42 is issued by the Administration or Lead Teachers in cooperation with classroom teachers. Students must inform their parent of a parent conference request (EH-42). Parents will also be telephoned.

PENNSYLVANIA'S LAWS FOR STUDENTS

ACT 26 (Weapons) - requires that any student, regardless of age or grade level found to be possessing a weapon on school property, in a school program or event, or while traveling to or from a school or school program or event (including school buses and public transportation) be subject to arrest and expulsion from the school district for up to one year.

The law defines a weapon as “any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument capable of inflicting serious bodily injury.” The law does not require that the student use or try to use the weapon. Furthermore, weapons carried for self-defense are not exempt from the provisions of the law. Possession includes weapons found on the person as well as in the school bags, desks, or lockers.

The law requires that when a weapon is discovered:

- School officials must detain the student.
- Police must be called, and they may arrest students age 10 or older.
- The student must be suspended.
- The school must recommend that the student be expelled from the school district. If the student is under 17, parents will be responsible for providing an appropriate education during the expulsion, either at a private school or with another public school district. Violations of Act 26 and other serious school violations will become part of the student's permanent record, and will now be available to any school in which he or she may later enroll. Furthermore, parents must disclose the existence of any weapons or other serious violations to any new school in which the student enrolls.

ACT 29 (Truancy): Carries a \$300 fine and allows the court to impose parent education classes and community service sentences for parents of a truant child who do not show they took reasonable steps to ensure the child's school attendance.

ACT 33 (Delinquent vs. criminal Acts): Any person age 14 or older who commits a violent crime and either (a) committed the crime with a deadly weapon or (b) has previously been adjudicated delinquent for a violent crime, will automatically be tried as an adult.

Act 88 – Students released from adjudicated incarcerations will attend an alternative school as a transition to regular school.

ACT 93 (Blood alcohol content of minors): Provides for a summary offense with a fine of \$100 for any person under the age of 21 who operates a motor vehicle with any alcohol in their bloodstream.

Parents and students should be aware that the Penn Treaty staff is legally bound to follow these laws as they relate. Furthermore, parents must disclose the previous incidents to Penn Treaty staff when enrolling a new student.

REQUIRED COURSES

Middle School:

In each middle school grade, students are taught major subjects (Reading, English, Language Arts, Mathematics, Social Studies, and Science). They also receive additional Mathematics and Reading Instruction depending on individual needs. Each year, students also attend courses in Music, Art, Computer and Expressive Arts. All students are **required** to participate in an extensive Physical and Health Education Program. Many attend Extended Day.

Report cards, officially known as Pupil Progress Reports are issued four (4) times during the school year.

High School Graduation and Promotion Requirements:

- 23.5 credits are the minimum required for graduation. They must be earned as follows:
 - 4 units..... English
 - 3 units..... Mathematics
 - 3 units..... Science
 - 3 units Social Studies
 - 2 units..... World Languages
 - 2 units Arts/Humanities
 - 1.5 units..... Health and Physical Education
 - 5 units..... Electives

- One elective credit must be a fourth year of Mathematics or Science or an Advanced Placement course.
- Students are also expected to complete an additional Social Studies credit unit in African-American History.
- To be promoted, students must accumulate credits as indicated below.
 - 5.0 credits..... 9th to 10th grade
 - 11.0 credits..... 10th to 11th grade
 - 17.5 credits..... 11th to 12th grade
 - 23.5 credits..... Minimum required to graduate
- Students must complete an interdisciplinary graduation project that demonstrates problem solving, communication, citizenship, school-to-career or multicultural competencies. In addition, students must complete a service learning project.

Educational Program Sequence:

The recommended educational program sequence enables students to earn eight credits per year.

Grade Nine courses may include: English 1, English Intervention/Enrichment, Algebra 1, Algebra Intervention/Enrichment, General Physical Science, World History, Physical/Health Education, Creative Writing, Intro to Computers

Grade Ten courses may include: English 2, Geometry, Algebra 2, Biology, African American History, Dental or Health Related Technology, Spanish 1, Art, Teen Court

Grade Eleven courses include: English 3, Algebra 2, Chemistry, American History, SAT math, SAT English, Health Related Technology, Theater, Teen Court

Grade Twelve courses include: AP English, AP Government, English 4, Pre-calculus, Environmental Science, Social Science, Senior Seminar, Health Related Technology and Work-based Learning.

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Every student must be prepared for work and equipped with a notebook and pencils or pens. They are required to carry these supplies and books to school, and from class to class throughout the day.

PREPARATION – All teachers expect this from their students.

- Textbooks and other materials are loaned to students by the school.
- You are responsible for all school books given to you. Keep them clean and neat.
- Students may not participate in graduation exercises until all fines are paid
- **All textbooks must be returned at the end of the term, and you will be held responsible for them if lost or damaged.**

HOMEWORK

Homework is an essential part of the school program and is given as per school district policy. Teachers assign work to be done outside of class for one or more of the following reasons:

- To provide additional practice with skills introduced in class
- To introduce students to subject matter that will be discussed in class
- To enable students, through further reading and research, to add breadth and depth to their knowledge of a subject
- To help students become independent learners
- To review work previously covered to be prepared for benchmark checks.

Daily homework and long range homework will be assigned in every major subject. As a general rule, middle and high school students are expected to spend time each night on homework assignments. Remember: study or review assignments are **just as important** as written assignments and must be completed every bit as faithfully as work that must be handed in the following day.

EMERGENCY CONTACT

At the beginning of the school year, *Parent Location Cards* are distributed to the parents. These cards are a source of emergency information about the pupils. For the well being of the pupils, it is imperative that the form be completed and returned promptly to the school. Please send in updates as they occur.

VISITORS

All visitors must report to our sign-in desk (located on 1st floor main entrance) with proper ID and go through security scan then report to the main office. Legal action will be taken against any person on school grounds or in the building who has not made the proper arrangements for visitation. Students **may not** bring younger children to school.

HOME AND SCHOOL ASSOCIATION

We encourage all parents to become active members of our Home and School Association. Flyers will be distributed throughout the year with information regarding drives, meetings, and other activities.

SCHOOL SANITATION

Help keep our school neat and clean. We have a beautiful school. Let's keep it that way! **Graffiti is forbidden - Vandalizing school property by writing on the walls ruins the school for everyone.** This can result in suspension, arrest and fines.

- Clean Classrooms - Keep the floors clean. Empty desk of papers regularly at the end of each period and deposit them in wastebasket.
- Clean Corridors - Keep halls clean. Place discarded paper in the nearest hallway wastebasket.
- Clean Water Fountains - Use the water fountains for drinking only. The place where we drink should be kept free from paper and dirt.
- Clean Lavatories - Do not loiter in the lavatories. Help keep the lavatories clean and neat.

HEALTH ROOM INFORMATION

No student will be admitted to Penn Treaty School until the state mandated immunization requirements are achieved.

Board of Education policies allow **First Aid** only to be given for school injuries at the time they occur. Injuries and illnesses that happen at home must be cared for at home. Students who become ill while in school should get a pass to the nurse from the teacher in charge. If it is serious, the nurse will notify the home. No sick student will be sent home **unless** accompanied by a parent or responsible adult. Students may not leave the building to go home at any time without official permission. It is important that telephone numbers and emergency contacts are kept up to date.

CONTAGIOUS DISEASES

Examples of Contagious Diseases are: Head Lice, Pinkeye, Ringworm, etc.

Students should be seen by a doctor or clinic before returning to school with a note signed by the doctor or nurse stating that the student is free of the disease and may return to school. The student should report to the nurse **before** returning to class.

EXTRACURRICULAR ACTIVITIES / EXTENDED DAY

Each year pupils have the opportunity to participate in a wide variety of extracurricular activities. These programs, which are conducted by members of the faculty, take place before and after the regular school day. For obvious reasons, more extended day time will be devoted to tutoring in major subject areas.

Students who elect to participate in these programs are expected to attend meetings regularly and to observe all school regulations regarding entrance to and exit from the building and behavior within the school.

Students may take part in one or more activities, which are designed to supplement the regular curriculum.

Students who fail to meet rules and regulations may be excluded from extracurricular activities. Students participating in extracurricular activities / extended day must follow all normal school rules.

STUDENT ACTIVITIES

Student Government:

The Student Council represents the student body of our school. It is composed of the Executive Body and General Assembly of Students.

Each section elects class officers who comprise the General Assembly. This body, in turn, elects from among its members a president, vice president, secretary and treasurer who make up the Executive Body and act as the presiding officers of Student Council.

All charity events, dances and special student activities are under the direction of the student government. Student Council meets on a regular basis. Its members report back to their respective homerooms regarding discussions held at these meetings and Student Council decisions. Section officers will hold meetings in their homerooms on a regular basis.

As representatives of the entire student body, Student Council members are expected to maintain high scholastic standing and to serve as models of behavior for all students. Section officers who fail to attend meetings faithfully or who in other ways fail to fulfill their obligations will be dropped from Student Council.

FIRE AND EVACUATION DRILLS

Monthly fire drills are required by state law. Signs are posted in each room giving emergency evacuation procedures. The following must be observed when the gong sounds signaling all fire drills:

1. Lights out.
2. Windows closed.
3. Follow the staff member in charge in a single file line.
4. Walk rapidly. **DO NOT RUN.**
5. Stay with your class or group.
6. **Talking is prohibited.**
7. Close classroom door.
8. Do not re-enter the building until the all-clear sounds.

LUNCHROOM PROCEDURES AND RULES

Lunchroom procedures are established to ensure that each student can eat and study in an orderly fashion. It is absolutely imperative that each student obey the lunchroom rules and regulations.

Lunch periods consisting of 30 minutes. Each pupil's roster indicates which periods are reserved for lunch; these periods vary according to assigned house.

USE OF THE LUNCHROOM

1. Students must report to the lunchroom at the designated time. Failure to do so will result in disciplinary action.
2. Form a line to receive lunch.
3. No lunches or drinks will be taken out of the lunchroom unless with a note from a teacher.
4. After eating, carry all trash to the trash can.

DRESS AND APPEARANCE

Uniform:

Everyone at Penn Treaty School is expected to dress and be groomed in accordance with acceptable standards of cleanliness and good taste.

Students may wear tan/khaki or black, slacks and forest/ hunter green and gray **collared** shirts. Shirts are for sale at Penn Treaty. Students will be permitted to wear shorts provided they are of appropriate length. That is, the hem of the short or skirt is not more than three inches above the knee. Students can wear sneakers or closed toe shoes, **FLIP-FLOPS ARE NOT PERMITTED**. All coats and outer clothing are not to be worn during the school day.

Clothing may be deemed disruptive because it is revealing, immodest or likely to attract undue attention for any other reason, including inappropriate slogans on shirts. This means that prohibited dress includes muscle shirts, bare midriffs, very short shorts, etc. Hats and headsets are absolutely prohibited in the halls and classrooms of the school. Under state law, shoes must be worn at all times.

Students who violate dress regulations will be sent to the Dean or Principal

ID Badges:

Every student must wear or carry an official school photo ID card at all times. This card must be available or visibly displayed above the waist in order for students to:

1. enter the building;
2. obtain transpasses
3. attend classes;
4. use the library and its computers; and
5. move about using a hall pass.

Students who do not have an ID must purchase a temporary ID at a cost of \$1. Students must also pay for replacement of lost, stolen or damaged cards at a cost of \$5.

SCHOOL PREMISES RULES

Library:

The Library's print collection and Internet resources are available to students who obtain prior permission.

Lockers:

Lockers are the property of the school and are not the private domain of the student. For the security of all students, the following guidelines must be observed:

1. Students may visit their lockers three times daily – upon entry, on the way to the lunchroom and at the end of the school day.
2. Lockers may not be shared.
3. Locker combinations should not be shared.
4. Only school locks are permitted--all others will be removed.

Problems must be reported immediately. School District policy stipulates that the school "has the right to inspect lockers and other storage spaces at any time to protect the health, safety and welfare of the school community." Lockers must be emptied promptly at the end of each school year. Items left after the announced deadline will be discarded. The school is not responsible for items left in lockers.

Lost and Found:

Lost items should be reported immediately to staff and administration. However, students are reminded not to bring valuables to school or to leave their personal belongings unattended.

Metal Detectors:

All persons entering Penn Treaty School will be required to submit to a metal detector scan and a personal search, if necessary, to ensure that weapons are not brought into the building. Bags and parcels may also be searched by means of metal detecting devices, by hand or otherwise. Beepers, cellular telephones, laser pointers and other electronic devices are banned from schools by state law and will be confiscated.

8th GRADE ACTIVITIES

Penn Treaty will join our parents and students in celebrating their promotion to 9th grade by scheduling closing exercises during the middle of June.

The school reserves the right to exclude any student from the closing exercises, trip or dance for any or all of the following reasons:

- The student who does not meet the promotion criteria set by The School District of Philadelphia.
- The student has a history of serious behavior problems that are documented on disciplinary referral slips.
- Any student whose actions result in suspensions and/or arrest of that student will be considered ineligible to participate in our closing exercises. Parents will be notified in writing and via telephone before any action is taken.
- Any student who has not met the attendance criteria to be promoted

12th GRADE ACTIVITIES

Seniors **MUST** meet all requirements for graduation before diplomas will be granted. **PARTICIPATION IN GRADUATION AND ALL SENIOR ACTIVITIES IS OPTIONAL. STUDENTS MUST MEET ALL EXPECTATIONS AND REQUIREMENTS IN ORDER TO PRACTICE AND ATTEND. *Seniors will receive Letters of Eligibility on a monthly basis.**

1. The school reserves the right to exclude any student from the closing exercises for any or all of the following reasons:

- The student who does not meet the promotion criteria set by The School District of Philadelphia.
- The student has a history of serious behavior problems that are documented on disciplinary referral slips.
- Any student whose actions result in suspensions and/or arrest of that student will be considered ineligible to participate in our closing exercises. Parents will be notified in writing and via telephone before any action is taken.

2. Senior Activities Eligibility

- **Attendance:** To be eligible for student activities, seniors may not exceed 5 absences per marking period. FIFTEEN total absences includes first, second and third marking periods and twenty for the entire year. If a student exceeds the maximum absence allotment going into a new marking

period but shows improvement before the marking period ends, he/she may attain a letter of eligibility that MUST be signed by all classroom teachers in order to participate in student activities.

- **Keystone/Standardized Test Attendance & Participation:** Students who must take standardized tests throughout the school year MUST be present for all tests. Teacher reports will indicate the participation students have put forth.
- **Academics:** All core subjects must carry a 65 average in order to participate in student activities. Any Core subject with lower than 65 average must have a letter of effort signed by teachers that indicate students' progress.
- **Behavior:** Any student receiving a suspension notice will be designated as INELIGIBLE for student activities during that marking period. Multiple suspensions may designate students as INELIGIBLE for all student activities.
Behavior referrals (detentions, 42's, pink slips) will be considered on individual bases. Excessive behavioral referrals may deem students INELIGIBLE for school activities.
- **Additional Prom Requirements**
 - Only Seniors and Juniors are invited to attend the prom.
 - If a student chooses an underclassmen as an escort to the prom, the invited student MUST also be in good standing in school. They can not be on active office roll (AOR) due to non-attendance, or have any other attendance and behavioral issues. The guest must be approved by the administration, and have teacher approval.
 - All other guests must also have approval from their school. A form, provided by the sponsor, must be completed by their school and submitted to the sponsor for final approval.
 - Student guest can not be older than 21 years old.
 - Participation in the prom is contingent on student performance in their classes. Prior to the prom, the sponsor will send out an eligibility form for teachers to complete. Students must be eligible in order to participate.
 - Juniors intending to participate in the prom WILL BE HELD TO THE SAME GUIDELINES AS SENIORS.

