

# **The Philadelphia High School for Creative and Performing Arts**

## **Student/Parent Handbook 2019-2020**

**Joanne Beaver, Principal**



# The School District of Philadelphia

Superintendent, Dr. William R. Hite, Jr.

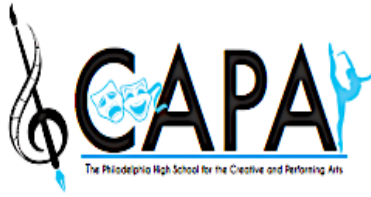
Chief of Staff, Naomi Wyatt

Chief of Academic Support, Dr. Malika Savoy-Brooks

Chief Schools Officer, Dr. Shawn Bird

Assistant Superintendent, Learning Network 1, Debora Borges-Carrera

Principal, The Philadelphia High School for Creative and Performing  
Arts, Joanne Beaver



May 2019

## **WELCOME TO CAPA!!!!**

Welcome to the 2019-2020 school year. This handbook has been provided for you so that you will be well informed with everything you need to know to be successful at The Philadelphia High School for Creative and Performing Arts (CAPA). Here at CAPA, we have very high standards for academics and the arts, and we want to put everything in place so that students can have the most positive experience possible, while preparing to be College and Career Ready during the four years you spend with us. This means conducting ourselves appropriately at all times and meeting the expectations that have been set.

CAPA is a very unique and special place, and you have been given a wonderful opportunity to learn and grow, while exploring and developing your talents and creativity. Your experience here will be as amazing as you want it to be and dependent on how much you choose to participate. We have so many opportunities for students, and we want you to be able to take advantage of all of them.

This book is designed to communicate with all parents and students what the expectations and policies are at CAPA, and how we will ensure a safe and enriching learning environment for our entire CAPA community. I also hope it helps you to stay organized and on task with all assignments, events, and performances.

We start by assuming that every student is responsible enough to conduct themselves positively. The basis of what we expect is for students to be present in school every day, to be on time, and to attend and come prepared for every class, both academic and arts classes. For parents, we encourage you to communicate with us regularly about your child's progress, and to get involved. We need you to be a part of your child's education. We promise to keep you informed and we hope you will do the same for us.

Please know that my door is always open! If you have questions or concerns, or just want to stop in and say hello, I encourage you to do that. It is my honor to serve you as the Principal of this exceptional high school. We hope your time with us will be as ideal as it can be. Thank you!

Joanne Beaver  
Principal

**Check the CAPA website and Online Calendar for early dismissal days and standardized testing schedule.**

**Please visit our website for CAPA specific events and performances and other updates. The entire calendar of events is available on this website.**

[www.capaavenueofthearts.org](http://www.capaavenueofthearts.org)

**School District of Philadelphia School Year Calendar : 2019 – 2020**

***\* Since the calendar is subject to change during the course of the school year, the web version may contain updates not reflected in the printed version of this publication. For the School District Website go to: [www.philasd.org](http://www.philasd.org)***

Date	Activity
August 28, 2019	Freshman Orientation Last Names: A-L 8:30-11:00 M-Z 12:00-2:30
September 2, 2019	Labor Day– Schools Closed and Administrative Offices Closed
September 3, 2019	First Day for Grades K-12
September 27, 2019	Full-Day PD Staff Only (Schools Closed for Students)
September 30, 2019	Rosh Hashanah– Schools Closed and Administrative Offices Closed
October 9, 2019	Yom Kippur– Schools Closed and Administrative Offices Closed
October 16, 2019	SAT/PSAT school day
October 22 – 24, 2019	Interim Reports
October 25, 2019	Professional Development Half Day– 3-Hour Early Dismissal

November 5, 2019	Election Day– Schools Closed
November 11, 2019	Veterans' Day– Schools Closed
November 15, 2019	Professional Development Half Day– 3-Hour Early Dismissal
November 21 – 22, 2019	Report card conferences
November 28 – 29, 2019	Thanksgiving Holiday– Schools Closed
December 17 – 19, 2019	Interim Reports
December 23, 2019	Full-Day PD (Staff Only; Schools Closed for Students)
December 24, 2019-January 1, 2020	Winter Recess– Schools Closed
January 20, 2020	Dr. Martin Luther King Day– Schools Closed
January 24, 2020	Professional Development Half Day– 3-Hour Early Dismissal
February 6 – 7, 2020	Report Card Conferences
February 17, 2020	Presidents' Day– Schools Closed and Administrative Offices Closed
February 28, 2020	PD Half Day– 3-Hour Early Dismissal for students
March 10 – 12, 2020	Interim Reports

April 6 - 10, 2020	Spring Recess– Schools Closed
April 16 – 17, 2020	Report Card Conferences
April 24, 2020	PD Half Day– 3-Hour Early Dismissal for students
April 28, 2020	Election Day– Schools Closed
May 14 – 15, 2020	Interim Reports
May 22, 2020	PD Half Day– 3-Hour Early Dismissal for students
May 25, 2020	Memorial Day
June 12, 2020	Last Day for Students
June 15, 2020	Last Day for Staff- Full-Day PD

**CAPA's Calendar of Events can be found on our website at:**

**Capavenueofthearts.org**

# **Our Mission at CAPA**

The Philadelphia High School for Creative and Performing Arts (CAPA) prepares students to be college and career ready by providing a rigorous academic and creative experience that allows talented students to deeply explore artistic skill sets and scholarly disciplines in a diverse, inclusive, and safe environment.

## **Our Vision for Our Students**

Our vision is to be a high school that is highly regarded for its **academic** and artistic excellence, and is known not only for its contribution in actively *servicing the community* but also prepares students for post-secondary education and work using a combination of high-tech classrooms that are academically rigorous.

Our primary goal for all students is for them to be college and career ready in every way; academically, socially, emotionally and professionally.

Everything we do is driven by this mission and vision!

## **Our Goals at CAPA**

1. 100% of 9<sup>th</sup> graders will complete their 9<sup>th</sup> grade year with a minimum of 5 quality credits. (English, math, science, history and one art – at least)
2. At least 95% of all students will have zero disciplinary infractions including out of school suspensions.
3. At least 85% of students will attend 95% of school days or more.
4. At least 95% of students will graduate from CAPA on time – in four years.
5. All students will graduate from CAPA College and Career Ready!

## ACADEMIC ACHIEVEMENT

Because of the high academic standards of CAPA and the selective nature of our admissions process, students are expected to perform at their maximum potential and uphold and maintain the same requirements they met when they were accepted. When a student is facing failure in any academic or arts class, this could jeopardize their ability to graduation on time. Because it is our goal to have 100% of our students graduate on time, we will assist in the process of credit recovery through providing resources both in and outside of CAPA. In order to provide time for this, credit recovery could occur outside of the school day, or students may be taken out of one Arts class to participate in credit recovery. This will be decided on a case-by-case basis. We will ensure that we are developing a program for students to meet their overall needs, without jeopardizing their total experience at CAPA. Parents will be notified at the end of each report period if a student is failing a course.

Appropriate behavior, attendance, and punctuality are also necessary to ensure continued success at CAPA. We will do everything possible to assist students who are at risk by providing additional support; however, it is critical that students understand that work must be constant and comprehensive from day one until the end of the year. Significant lateness and/or absences, or cutting classes could result in students being placed on probation, which means students would not be allowed to attend trips, dances, proms, or other social events, including participation on athletic teams and extracurricular activities. This could include participation in All-City Orchestra or Choir, or other district-wide activities that are not directly related to the curriculum at CAPA. Parents and students will be notified when a probationary status is invoked. Students placed on probation will not be able to participate in school related events of any kind.

All school staff will work with families to create the most positive learning experience possible for students. **It is our goal that every student graduate on time.** However, CAPA may not be the best place for every student, and parents should be aware that, if it becomes clear that that is the case, then the most productive decision would be a transfer to the neighborhood school. Parents are urged to consider this as an option as early as possible if the student cannot meet the daily requirements of the overall program at CAPA.

The School District of Philadelphia has mandated that a student needs 23.5 credits to graduate. All students are required to do a senior project as well, as part of the graduation requirement. This project is embedded in the English curriculum, and a grade is given for the Senior Project is part of the English grade. A separate pass/fail grade is given for the overall completion of the project. **Failure to complete the Senior Project will prevent a student from graduating.**

The following is our typical Academic Course Sequencing. This can be changed according to a students' needs:



Academic Course Sequencing for 2019-20

**English**

9th Grade	10th Grade	11th Grade	12th Grade
English 1	English 2	English 3	English 4
English 1 Honors	English 2 Honors	AP Language	AP Literature

**Math**

9th Grade	10th Grade	11th Grade	12th Grade/Electives
Algebra 1	Algebra 2	Geometry	Statistics* Hon. Precalculus*
Algebra 1 Honors	Algebra 2 Honors	Honors Geometry	Computer Science* AP Calculus**

*Students may take Algebra 2 in 9th grade if they have successfully passed the PA Keystone in Algebra*

*\*Enrollment in or having completed Geometry is a prerequisite for these classes*

*\*\*Pre-calculus is a prerequisite for this class*

**Social Studies**

9th Grade	10th Grade	11th Grade	12th Grade
World History	African American History		US History Social Science AP Government AP US History AP World History
World History Honors	African American Honors		

**Science**

9th Grade	10th Grade	11th Grade	12th Grade
Environmental Science (beginning 19-20 SY)	Biology	Chemistry	Forensics Science Research
Honors Environmental Science (beginning 19-20 SY)	Biology Honors	Chemistry Honors*	Physics Honors ** AP Biology** Anatomy and Physiology**

*\*Taking Chemistry is highly recommended for anyone interested in Math/Science major in college.*

*\*\*Must have taken prerequisite courses in math and/or science.*

**Mandated Electives**

9th Grade	10th Grade	11th Grade	12th Grade
Gym Health		Spanish 1 or 2* <i>Students may opt to test into Spanish 2</i>	Spanish 2 or 3

*\*\*Pennsylvania graduation requirements include one credit of PE, ½ credit of health, and two credits in a foreign language. The necessary Arts and Humanities electives for graduation are fulfilled by the requisite Arts classes in the student's major*

**Please know that the classes chosen are subject to availability and teacher input**

*Courses by Art Major and Grade*

Creative Writing				
Grade	9th	10th	11th	12th
Credit 1	Fiction	Analytical Writing/Nonfiction 2	Playwriting/Screenwriting	Poetry
Credit 2	Nonfiction	Journalism	Memoir	Writing Capstone
Credit 3				

MDTV				
Grade	9th	10th	11th	12th
Credit 1	Intro to Film	Film & Video Prod. 1	Film & Video Prod. 2	Cinematography
Credit 2	Intro Graphic Design	Digital Media Production 1	Digital Media Production 2	Digital Media Production 3
Credit 3	<i>Not Applicable</i>	<i>Not Applicable</i>	Graphic Comm.	Comm. Tech.

Dance				
Grade	9th	10th	11th	12th
Credit 1	Dance 1	Dance 2	Dance 3	Dance 4
Credit 2	Dance 1	Dance 2	Dance 3	Dance 4

Instrumental				
<i>Courses in this major are very flexible due to the instrument that a student plays and their ability level. Courses include Music Theory 1, Music Theory 2, Jazz Ensemble, Jazz Lab, String Quartet, Band, Advanced Instrumental, String Ensemble, Orchestra, and AP Music Theory. Students take two to three credits each year from among these choices.</i>				

Theatre				
Grade	9th	10th	11th	12th
Credit 1	Intro Theatre Hist.	Creating Theater	Theater 3	Theater 4
Credit 2	Movement 1	Theatre 2	Theater 3	Theater 4
Credit 3		Movement 2		

Visual Art				
Grade	9th	10th	11th	12th
Credit 1	Art 1	Art 2	Intro to Design 1	Design 2
Credit 2	Ceramic Found.	Adv. Hand Build	Sculpt. Media	Sculpt. Media
Credit 3		Intro to Art		

Vocal				
<i>Courses in this major are based in theory and practice. Freshmen take Solfeggio 1 and Mixed Choir. In subsequent years, students take Solfeggio 2, Music History and AP Music Theory to advance their knowledge of music theory. Based on their ability, students, after their freshman year, either remain in Mixed Choir or are selected to move into the more elite Honors Choir. All students are enrolled in Combined Choir class which is comprised of all vocal music students. Students take three credits each</i>				

*year in this major and have advisory lunch unless otherwise approved by the vocal music teacher.*

### **Academic Requirements for Graduation - SDP**

A 12<sup>th</sup> grade student shall graduate if he/she:

- Successfully completes a Multidisciplinary Project or a Service Learning Project
- Earns a total of 23.5 credits, which includes:
  - 4 in English
  - 3 in Mathematics
  - 3 in Science
  - 3 in Social Studies
  - 1 in African American History
  - 2 in World Language
  - 2 in Arts and Humanities
  - 1 in Physical Education
  - 0.5 in Health
  - 4 in Electives
    - One Elective must be a college preparatory Mathematics or Science course, an International Baccalaureate course or an Advanced Placement course. Schools or programs may predetermine specific subject area elective credits.

### **Promotion Policy (SDP)**

Promotion from grade to grade should be based on credits earned:

- Promotion from 9<sup>th</sup> to 10<sup>th</sup> grade – 5 credits
- Promotion from 10<sup>th</sup> to 11<sup>th</sup> grade – 11 credits
- Promotion from 11<sup>th</sup> to 12<sup>th</sup> grade – 17.5 credits

No student will graduate, participate in the ceremony, or be issued a CAPA diploma without completing 23.5 credits in the appropriate courses. This is non-negotiable. If a student elects to take credits outside of CAPA, appropriate documentation of the completion of the course must be presented by the date grades close, in order for students to participate in Graduation.

### **COURSE SELECTION**

In January, prior to the 2<sup>nd</sup> Report Card Conference week, students will be given the opportunity to select courses for the upcoming school year. This is scheduled to give families an opportunity to discuss the best choices for students with their teachers after learning about the student's progress. It is important that students log-in and select the courses that they would like in SIS. Typically a grade of 93 or above is suggested for a student to move from a grade level to an Honors or AP course. Course selection will be reviewed with students by their counselor, and the Roster Office will do its best to satisfy the requests made by students and their parents. Please note that due to the limited number of seats in certain classes, this may not always be possible.

It is important for students and parents to understand that there is no change of roster after the **first 10 days of school**. After that time, no roster changes are made.

## **AP/HONORS CLASSES**

Currently, AP and Honors classes are offered in a variety of subjects. Honors classes are designed for students who demonstrate high achievement, and these classes move at an advanced pace. AP courses use the curriculum administered under the auspices of the College Board. Teachers are certified to teach AP courses through specialized training. These courses prepare a student to take the Advanced Placement Examination in a particular subject in May. Success in the exam may result in the student earning a college credit. **It is required that every student who takes an AP class take the AP Exam.**

## **ARTS MAJOR CHANGE POLICY**

It is understood at the time students enter CAPA that they are committed to one major. Some students can have the opportunity to minor in a different arts major, if they meet the standards for audition in that major, and have adequate space in their roster. We are aware that there are times students want to change majors. The procedure for changing majors is as follows:

- Students must submit a request in writing stating what their current major is and what major they want to change to. Major change forms are available for students in the main office. This must include a parent's signature. No change will be considered without the approval of a parent.
- Students must obtain approval from their current Art Major Teacher(s) to be considered for a major change.
- Students must be passing in their current major. NO student who is failing an Arts class will be allowed to change majors.
- Students must pass the audition requirements and be accepted by the arts teacher for the new major or minor in order to complete the process.
- The above conditions apply to adding a minor as well.

## **GRADING POLICY/CLASSROOM POLICIES**

The School District of Philadelphia has an established grading policy that will be adhered to by all teachers. Teachers will have multiple opportunities to evaluate student progress using a variety of assessment strategies. Grades include the following components.

Component	Weight
Tests	40%
Performance Based Learning	30%
Classwork	20%
Homework	10%

Note: "Performance Based Learning" includes but is not limited to projects, labs, research assignments, presentations, etc.

All grades will be recorded in the district provided electronic gradebook in Infinite Campus, the Student Information System. It is suggested that students receive written feedback in each course at least twice weekly – teachers would thusly enter at least two grades per week.

**GRADING SCALE**

Alpha/Numerical Equivalency Chart below reflects the numerical mark assigned to each letter grade and applies to all subject areas:

ALPHA	NUM	GPA	ALPHA	NUM	GPA	ALPHA	NUM	GPA
A+	100-97	4.0	A	96-93	4.0	A-	92-90	3.7
B+	89-87	3.3	B	86-83	3.0	B-	82-80	2.7
C+	79-77	2.3	C	76-73	2.0	C-	72-70	1.7
D+	69-67	1.3	D	66-63	1.0	D-	62-60	0.7
			F	59-50	0.0			

Teachers make every effort to offer multiple opportunities for students to earn fair and appropriate grades. If there is a question regarding a grade, students and parents are expected to have a conversation with the teacher, as the teacher is the custodian of the grade and all decisions regarding grades.

**Administration will not discuss grades with students or parents unless there is evidence that can be provided that a prior conversation with the teacher has occurred, and evidence that the grade cannot be justified.** The principal will not change a grade or intervene with grading decisions at the request of a parent or a student. Once a conversation has occurred regarding a grade, if satisfaction is not reached, a meeting with the teacher and the principal can be requested by appointment only. The decision to change a grade is made by the teacher.

It is at the teacher’s discretion, as stated in his or her syllabus to accept work late, with or without penalty. As each syllabus is approved by the principal, decisions on this will be upheld and supported. Any details surrounding a change in grading policy towards GPA will be communicated through the school district.

**TEACHER REQUESTS**

Teacher requests or change of teacher for a course requests can be made directly to the principal in writing, and must include a compelling reason. Only written requests will be considered. The principal will take these requests into consideration; however, it is highly unlikely that requests can or will be honored due to the nature of our roster challenges. It is encouraged that students and parents work directly with the classroom teacher to settle matters of concern prior to making requests to the principal.

**PSATS/SAT**

The School District of Philadelphia is providing PSAT testing for all students in grades 9 and SATs for all students in grades 10 and 11. All students in grade 11 are required to take the exam; however, fees will apply unless you qualify for a fee waiver. Fee Waivers can be accessed through the School Guidance Counselors. Eleventh graders who do not pay for the PSATs will have that fee attached to their class dues.

## ATTENDANCE POLICY

Given the rigor and expectations of our program at CAPA, it is extremely important that each student maximize their time spent in the classroom. Time missed due to absence, lateness, or cutting will have an impact on instruction and academic achievement. When students miss time in class, the continuity of their instructional program is inconsistent, and it can be difficult for students to catch up. Simply put, students need to be in school every day, and parents must monitor attendance. To that end, we recommend that all medical and dental appointments be made during non-school hours. It is also recommended that students not be removed from school for personal business, vacations, performances outside of the school curriculum, work, to care for younger children, or other issues that may interrupt their academic success. These things listed are considered unexcused absences, even if a note is provided. Since the reasons stated above are considered unexcused absences and could result in a student being sent to truancy court.

In addition, lateness is never excused under any circumstances, even a doctor's note. We will note the reason for absent, but it is not excused, because the system does not allow it.

It is also critical to understand that the roll book is the official legal document of attendance for the School District of Philadelphia. It is the record that is utilized by government agencies to officially verify student attendance. The maintenance of the student roll sheet is the responsibility of the Advisor who takes roll. All absence notes should first be given to the advisor, with a copy sent to the main office.

**Students will not be excused of their absence via a phone call or email. All absences require a written note from a parent.** Not all excuses will be accepted as an excused absence just because a note was submitted. Reason for absent must be legal and legitimate.

The following guidelines for attendance will be enforced:

- Students who are late to school and miss an entire class period will be considered cutting class unless a doctors notes is provided. A cut class will result in a detention.
- Students who have a combination of more than 10 latenesses, cuts, or absences in a marking period will be placed on social probation and may not be able to participate in additional performances outside of the curriculum.
- ***Students who have more than 40 combined latenesses, cuts, or absences in the school year will lose the privilege of participating in social events such as the Proms, senior breakfast and other related special events. Additionally, any student who is not passing all classes by the third marking period interim date will not be allowed to attend Prom. No refunds will be granted to students who purchase a ticket(s) to Prom and are subsequently barred from attending due to academic failure or any other outstanding reason. A separate document pertaining to all senior requirements will be provided and reviewed with parents. Parents will be asked to sign and return a copy of this document so there is no misunderstanding as to what is required and expected for students to participate in senior activities, including graduation.***
- Students who withdrawal from CAPA for any reason, are ineligible to attend the Prom, even as a guest of a currently CAPA student.

- Students who are repeatedly absent in any class in a given marking period should expect an adverse impact on the grade in that subject.
- **Any student who is late to school or absent *unexcused* on the day of a performance or event may not participate in that performance.**
- It is the responsibility of the student who is absent from class to approach all teachers to obtain make-up work and a time schedule for submitting it.
- Parents must present an absence note with a clearly stated and legitimate reason for a student's absence to be recorded as an excused absence. This is held at the discretion of the Principal. *Not all absence notes will be accepted as excused absences.* A student cannot have more than 10 excused absences in a school year, unless medical documentation is provided. **After the 10<sup>th</sup> absence, all absences that are not accompanied by a doctor's note will be recorded as unexcused absences.**
- If a student is absent from school for three (3) or more consecutive days, a note from a doctor is required in order for the absence to be excused.
  - All classwork and assignments are expected to be made up. Parents should communicate with teachers and their child's counselor for assignments for any extended absence.
  - If a student is absent more than 5 times from any given class, the reasons for absence should be discussed with the teacher, and with the principal if extenuating circumstances prevail.
  - After 10 days of absence with no communication to the school, the student will be dropped from roll.
- Teachers will accurately take attendance each period and follow the procedures on cutting with diligence.
- When a student is transferred from one teacher to another, teachers will obtain all grades and attendance records from each other. The student's marks remain cumulative from the beginning of the school year in September.
- When a student is dropped from one subject and is assigned a different subject during the school year, the student is expected to make up all experience and work missed as soon as possible in the new class.
- Excused absences for events such as approved religious holidays and official school activities are not to count against the student's attendance record. However, all missed work must be made up. Arrangements to make up this work must be made immediately upon return to school, within a time period specified by the teachers. It is in the students best interest for arrangements to be made prior to the absence.
- In the event that a student takes, even with the approval of parents, an unauthorized vacation, or an organized private trip, these absences are considered unexcused. However, final decision can be made on a case-by-case basis.
- Significant lateness, absences, or cutting of class will have an adverse impact on student privileges and academic achievement. Appropriate attendance and punctuality are also required for participation in major performances.
- Academic eligibility is a prerequisite for participation in any extracurricular activities. If a student has one "F" in any class, arts or academic, they are prohibited from participating in any

sport or club or any extracurricular activity, including the musical. Grades are calculated each report period. This can also be calculated at a point halfway through a marking period. This means that any student who is not academically eligible at the appropriate evaluation time will not be able to attend a significant social event or participate in an extracurricular activity including sports and the musical. Certain arts majors could be adversely affected by this, as participation in the musical and on trips for certain grades and majors is mandatory.

### **EARLY DISMISSALS**

Early Dismissals are a disruption to the school day. Medical appointments during the school day are highly discouraged. Early dismissals are approved by the principal and may not always be granted. No child will be dismissed without a parent/guardian coming to school to sign for the release of that student. **No one who is not listed on the student's emergency contacts will be given permission to take a student out of school for an early dismissal.** Phone calls, emails and notes are not accepted. **ONLY THOSE LISTED AS EMERGENCY CONTACTS WILL BE ALLOWED TO DISMISS A STUDENT EARLY FROM SCHOOL! NO EXCEPTIONS WILL BE MADE.**

The visitor's policy states that all visitors must have a government issued ID. (Driver's License or Gov't ID with photo only) and scan in prior to entering the building. Visitors will be given a picture to wear and are required to wear it while in the building. **Visitors, including parents will be turned away if they cannot produce a government issued ID.**

Students who are 18 or older can be released, but a note from a parent that includes a parent contact number is necessary. **No more than five (5) early dismissals will be granted for a student in one school year.** There are NO exceptions! **There are no early dismissals after 2:30 PM! NO exceptions unless emergency, and upon approval by the principal.** Students must be present a preponderance of the school day in order to get credit for attendance for that day. If a student leaves school for an early dismissal before noon, this is recorded as a day of absence.

### **CUTTING CLASS POLICY**

As stated before, it is crucial for students to be in class on time in order to maximize instructional time and opportunity. Students who are repeatedly late to class without excuse after the bell will be referred to the Dean and will be assigned further consequences.

The importance of being to class on time is a non-negotiable expectation at CAPA. Any unexcused absence from class (including 1st period class) is considered cutting and will adversely affect the student's grade. Teachers are expected to take attendance in each class and record all absences. The following will be implemented in order to prevent students from cutting classes:

- An initial unexcused absence is under the control of the teacher. He/She will verify the nature of the absence and may issue a detention, call home, or conference with the student. The teacher will then communicate the infraction to the discipline office who will record the cut and its consequence, and look for patterns across classes.
- The classroom teacher will verify a second unexcused absence. After verification, the student will be referred to the dean (in the form of an assigned detention), who will utilize any of the



options noted above and code the cut. The dean's office will investigate for patterns and may request a meeting with a parent.

- For the third offense and each subsequent unexcused absence, the classroom teacher, after verification, will refer student to the dean (in the form of an assigned detention), indicating the number of times a student has cut and the dean's office will initiate consequences (stated above and/or Saturday detention) and these will be communicated with the teacher, and the student's parent/guardian will be notified.
- Repeat offenses will lead to a student being issued an "overnight suspension." This means that a parent must come to school the following day with their child to meet with the Dean or the Principal. Repeated class cuts will also bar a student from participation in extracurricular activities.
- Assistance and cooperation from home is of critical importance to maintaining a proper academic and social environment.

### **DETENTIONS:**

When a student is assigned to a detention, the parent should be notified via phone call or email from the teacher who assigned the detention. Detentions are held for students on the very next Wednesday from 3:05 pm – 4:00 pm. If a student arrives late to a detention, (after 3:05) or cuts a detention, they are assigned two additional detentions for the following Wednesdays. Students cannot use work or other commitments to be exempt or excused from a detention.

### **HALL PASSES/DAILY PLANNERS**

Early in the year, all students will be issued one (1) daily planner that includes the Student Handbook, a place to write daily homework assignments, and a hall pass to be signed by teachers. **The daily planner will be the only hall pass that students are permitted to use.** Without having a daily planner, students will not be permitted to leave class at any time for any reason. If a student loses his or her daily planner, they must purchase a replacement copy for \$10.

### **LATENESS POLICY**

The instructional school day at CAPA begins promptly at 7:55 a.m. All students must be in their first period class by this time. This does not mean that students should be walking into the building at 7:55 a.m.; this means that students need to be in their seats in their first period class at 7:55 a.m. Students need to plan accordingly! The building is open for students starting at 7:15 am, and breakfast is available.

All students must enter the building through the visitors' entrance on Christian Street and every student is required to swipe in using their school-issued ID. If a student comes to school without an ID, they are to report to the main office to sign in and will be charged \$1.00. Fees will be added to students account against their class dues. It is imperative that all students have their IDs with them daily. **If a student loses their ID, they can get a replacement for \$7.00, and are required to do so,** or they will be accruing \$1.00 for every day they do not have an ID. Situations involving inclement weather, or other special circumstances will be taken into consideration and lateness time will be adjusted accordingly, at the discretion of the principal. Parents are required to meet with administration if there are any long-term extenuating circumstances that would prevent a student from arriving to school on time.

Lateness is not excused for reasons such as having to take a younger sibling to school, or other issues that may exist outside of school. Students are expected to report to school on time.

Students who do not swipe in with their IDs or come to the office to sign in will be marked absent/unexcused. Once a student reports to a class, they could be marked late for school or cutting. If these accumulate this could cause consequences related to lateness or cutting.

At the end of each marking period, student attendance will be assessed to determine if any student has been late and/or absent Ten (10) days or more. The School District of Philadelphia considers chronic lateness to be more than 10 days of lateness for the entire year. Students who do not show responsible behavior should expect to be put on social probation as indicated and see an adverse impact on grades. Other consequences may include but are not limited to student conferences, parent conferences, detentions, the loss of social privileges, forfeiting participation in performance and/or sports events, and or being excluded from other activities as deemed fit. **Excessive lateness or poor attendance can result in a student being recommended to return to their neighborhood school at the end of the school year.**

**PLEASE NOTE:** Students who are late to school, causing them to miss a class where a test is being given or an assignment is due, may not be given the opportunity to make up the test or assignment unless a Doctor's note is provided. This will be determined at the discretion of the classroom teacher.

**REMAINING IN THE BUILDING BEYOND DISMISSAL:** Students are dismissed at 3 pm and cannot remain in the building without being with an adult, or for a rehearsal or EC activity. Students caught in the building unsupervised after school hours are considered trespassing and could be arrested.

### **LATENESS TO CLASS/ASSEMBLIES/ADVISORY**

Students are considered late after the bell rings indicating the start of a class, including advisory and/or special assemblies. Lateness is recorded by the teacher and reported to the dean as the lateness policy states. The dean will take appropriate action using consequences indicated above. Teachers are required to have a lateness policy for their individual classes in their syllabus. Because the value of good instruction cannot be replaced, teachers are expected to hold students accountable for participation in class, and therefore being late, absent without legitimate excuse, or cutting class will result in lower grades, or a "3," which could keep a student off of the honor roll.

Students with advisory lunch are expected to make an arrangement with their advisor for checking in so that attendance is properly documented.

### **REPORTING A STUDENT ABSENCE**

When a student is absent from school, they are required to bring a note from a parent stating the reason for their absence. **All notes to go directly to the advisor, so the student can be coded appropriately.** No phone calls to the main office will be accepted as an excuse note. **Please do not call the office or email to report that students will be absent.** Please be aware that an absence must be for a legitimate reason and not all absences will be excused, even if a note is provided. For example, some suitable reasons for excused absences are: illness, death in family, funeral. Vacations, auditions

(unless college auditions), performances outside of school, or work related absences are considered unexcused.

## **COMMUNICATION**

Open communication between home and school is key! In order to meet the needs of our students, it is essential that home and school make every effort to communicate openly and frequently. Phone calls home via the automated dialer will be frequently used to keep parents informed of events and other important information. Please feel free to call the school at any time to ask questions, or visit our website at <http://www.capaavenueofthearts.org/> for the latest news. The student handbook, admission requirements and upcoming events can also be found on our website.

Please keep in mind that it is impossible to get phone messages to students during the school day. Parents are asked to limit their calls to the office for this purpose to extreme emergencies. If a student needs to speak to a parent, we will provide that opportunity for students, in emergency situations. **Cell phone use by students during the school day is not allowed at all during instructional time. Parents should only contact their children through the main office during the school day. Students cannot use their cell phones to call home to speak to parents without permission from an adult. If this occurs, the cell phone will be confiscated and recorded as an offense. (See Cell Phone Policy)**

### **Please refer to the following if a concern should arise:**

#### **How to Resolve a Concern at CAPA HS - Who to Contact!**

##### **ACADEMIC CONCERNS (Grades/Assignments)**

- **Step 1 – Contact the Teacher**
- **Step 2 – Contact the Principal – please note, that if you have not contacted the teacher first the Principal will not discuss grades.**

##### **DISCIPLINARY CONCERNS (Detentions, etc)**

- **Step 1 – Contact the Teacher**
- **Step 2 – Contact the Dean**
- **Step 3 – Contact the Principal**

##### **ROSTER CONCERNS (Credits, requests for classes, etc)**

- **Step 1 – Contact the Roster Chair**
- **Step 2 – Contact the Principal**

*Please note: requests for specific teachers or change of teachers must be made directly to the Principal; however, they can rarely be honored because of the challenges of our roster.*

##### **SPECIAL EDUCATION CONCERNS: (IEPs, Accommodations, etc)**

- **Step 1 – Contact the Teacher**
- **Step 2 – Contact the Special Ed Liaison**
- **Step 3 – Contact the Principal**

**ATTENDANCE and EARLY DISMISSALS (Excuse notes, requests for early dismissals, reconciliation of absences or lateness)**

- **Step 1 – Contact the Secretary – Ms. Cossie**
- **Step 2 – Contact the School Counselor (Truancy)**
- **Step 3- Contact the Principal**

**HEALTH CONCERNS AND MEDICAL ACCOMMODATIONS**

- **Step 1 – Contact the nurse**
- **Step 2 – Contact the Principal**

**BEHAVIOR HEALTH CONCERNS/COLLEGE APPLICATIONS/SATS/ TRANSCRIPTS**

- **Step 1 – Contact the Counselor**  
**Ms. White for Last Names A-L**  
**Ms. Cassidy for Last Names M-Z**
- **Step 2 – Contact the Principal**

**ADMINISTRATIVE POLICIES/CONCERNS ABOUT A SPECIFIC TEACHER**

- **Contact the Principal**

**ALL QUESTIONS REGARDING SPECIFIC PERFORMANCES/EVENTS AND TICKETS SHOULD BE ADDRESSED TO THE ART TEACHER FOR THAT DEPARTMENT.**

**Main Office Telephone Number – 215-400-8140 – Follow the Prompts**

**Joanne Beaver, Principal – [jbeaver@philasd.org](mailto:jbeaver@philasd.org)**

**Jeremy Wright, Roster Chair – [jwright@philasd.org](mailto:jwright@philasd.org) Erin McDonnell, Dean – [emcdonnell@philasd.org](mailto:emcdonnell@philasd.org)**

**Suzanne Janeczko, SEL - [sjaneczko@philasd.org](mailto:sjaneczko@philasd.org) Colleen Quinn, Nurse – [cquinn@philasd.org](mailto:cquinn@philasd.org)**

**Nicole Cassidy, Counselor – [ncassidy@philasd.org](mailto:ncassidy@philasd.org) Monique White, Counselor -[amwhite@philasd.org](mailto:amwhite@philasd.org)**

**Teachers' email addresses can be found on our website [www.capaavenueofthearts.org](http://www.capaavenueofthearts.org)**

**CELL PHONE/ELECTRONICS POLICY**

It is the policy of the School District of Philadelphia that cell phones and electronics are not to be used in school. If an item is brought to school and it is lost or stolen, the school will not take responsibility for the lost or stolen item. Announcements will not be made in an attempt to retrieve cell phones that have been lost. In addition, students are not to use electronics during the school day, without prior permission from a teacher. If a student is caught using personal electronics at an inappropriate time, the item will be taken and returned to the student by the Dean or Principal at the end of that school day, for a first time offense. On a 2<sup>nd</sup> offense, a parent will need to come to school to retrieve the item from the Dean or the Principal. On a 3<sup>rd</sup> offense, the item will be held until the last day of school in June. Students are not to be texting or using cell phones in halls or classrooms without permission from a teacher. Students are expected to hand over a cell phone when directed to from an adult. Failure to do so

could result in a suspension. Students who inappropriately use their cell phones will be subjected to severe disciplinary action as listed on the School District's Code of Conduct.

### **DRESS CODE**

CAPA students should take pride in their appearance and dress in a manner that exhibits good taste and is appropriate for an academic setting. School logo-wear is highly encouraged.

Criteria for determining appropriate attire are as follows:

- Attire must not jeopardize the health and safety of others.
- Attire must not cause disruptions or interfere with the educational process.
- Clothing with obscene words or pictures is not allowed.
- Clothing with drug related pictures or words is not allowed
- Shorts and skirts must reach mid-thigh.
- Shirts and tops of mesh or sheer materials or which expose the chest, back, midriff, belly buttons or undergarments are not permitted.
- High-heeled shoes are not to be worn to school unless there is a formal event or special occasion. Slippers are not to be worn to school.
- Pajama bottoms and/or tops are not to be worn to school.
- All outerwear is to be placed in lockers and is not permitted in classrooms.
- Jeans or pants cannot have excessive holes or rips in them.
- Pants are to be worn at the waist. Undergarments may not be visible.
- Chains and spiked accessories are not permitted.

If you are not sure if it's appropriate, it probably isn't and therefore should not be worn to school. Students who violate the dress code are held accountable. If a student's attire is unacceptable, parents will be notified and requested to immediately bring to school clothing for the student. Students will be given a detention for inappropriate dress.

While there is no specific policy regarding hats or any head-wear, if a teacher asks a student to remove a hat for safety reasons, it is expected that students will follow those directions. There are times and places when head coverings are not safe, or appropriate. This is enforced at the discretion of the individual teacher.

### **LOCKERS**

Every student is issued a locker in which to store outerwear or other items. We highly recommend that lockers are not shared and that combinations to locks are kept confidential. Lockers are property of the school and can be searched at any time for any reason. Neither the School District of Philadelphia nor CAPA is responsible for items lost or stolen from lockers. In addition, if and when lockers are being decorated, decorations must be firmly secured to the lockers or else they will be taken down. **Any stickers, markers, or glue that cannot be easily removed should not be used.**

## TRIPS/PERFORMANCES DURING THE SCHOOL DAY

It is students' responsibility to make arrangements with the teachers to be excused from classes for trips. When a teacher is taking a group on a trip, a communication is sent to all teachers to notify them and gain approval for the student to miss class. Students may be removed from a trip or event during the school day, if the student is failing a class or has had significant disciplinary issues. Students are to notify their teachers the day prior to the trip. Students are also responsible to bring a signed note from a parent or guardian granting permission to attend the trip. A student who is suspended from school or on probation may not attend a school trip. Trips are not a right, but a privilege. Refunds are not given if a student is not allowed to attend a trip or is absent from school. Trips are prepaid, and we cannot provide a refund. No private trips are permissible. No student may utilize his/her own automobile to go on a trip that is school sponsored. Students may only travel via approved transportation. When a student misses class with permission for a trip or other event, students are expected to make up the work they missed, as agreed upon by the classroom teacher. Students will not be penalized for turning in work late if they are missing class due to a school approved event, but students are expected to turn the work in the next day.

## COLLEGE VISITS

We encourage college visits to occur and will code students with an excused absence for visiting a college, if documentation of proof from the college is provided. These absences are excused by the Principal.

## VISITORS

A visitor refers to anyone who is not an employee, volunteer, or current student at CAPA. Relatives, etc. are not permitted to visit the school without special prior permission from the administration. Permission should be obtained in advance. No visitor may remain in the building without permission from the administration. Persons found in the building without permission are considered TRESPASSERS and are subject to arrest. When non-public schools are not in session, it is not an excuse to bring visitors. No student who attends another school can visit during school hours. Permission for younger siblings to accompany students to school will not be granted. Students who are parents are not to bring their own children to school. Every visitor must enter through the scanning system, and obtain an appropriate pass at the sign-in desk. All visitors are required to sign in.

## TRANSPASSES

Students must reside at an address that is more than 1.5 miles from school in order to obtain a Transpass. This is done through the Transportation Department of the School District, based on the student's address, as it has been recorded in the Student Information System. Transpasses will be distributed on Fridays during advisory. If a student is absent, Transpasses will still be available on Monday, during advisory, and can be obtained *only* with a legitimate absence note. Students must be responsible for being in advisory to obtain their Transpasses. **Lost Transpasses cannot be replaced, as we are only issued enough transpasses for the number of students who are eligible to receive them. Transpasses and tokens are not for sale.** If a student loses a Transpass, we do not have funds or tokens available. Students should keep a few dollars on them, or tokens in their lockers, as we cannot provide this for students.

## **PERFORMANCE/SPECIAL EVENTS/SPORTS EVENTS**

Any student who is LATE for school or ABSENT from school on the day of an afterschool performance, event or sports game, cannot participate in that event. In addition, if a student cuts a class on the day of a performance, event, or sports event, they cannot participate. It is up to the teachers/coach discretion, if a student should miss a dress rehearsal or a number of practices, to remove a student from performance, event or sports game. The decision of the teacher, coach or sponsor will be upheld by the principal.

## **LEAVING THE BUILDING**

Students are not to leave the building for any reason once they enter at the start of the school day, unless they have an approved early dismissal. Students who leave the building without permission during the school day will face disciplinary action. If students go out to get food during lunch, or have food delivered to the building, it will be confiscated and not returned.

## **VANDALISM**

As a member of the CAPA community, you have a responsibility to take care of the beautiful building that is your school. It is expected that all members of the community will take care of the building by not vandalizing it in any way, including dumping or throwing trash around the building. If students are caught vandalizing, there are serious consequences attached to this act of negative behavior.

## **SUSPENSIONS/DISCIPLINE/CODE OF CONDUCT**

The School District of Philadelphia's Code of Conduct is fully implemented at CAPA. Every effort is made to communicate with parents/guardians and to take steps to support positive behavior. Consequences for negative behaviors are progressive. Therefore, suspensions out of school are used as a last resort. However, a serious infraction, according to The Code of Conduct of any kind can result in immediate out of school suspension. The full text of the School District of Philadelphia's Code of Conduct can be found on the School District's website [www.philasd.org](http://www.philasd.org).

An out of school suspension is a temporary cancellation of roster privilege and extra curricular activities pending a conference with a parent/guardian. No student who has been suspended is allowed to participate or attend any after school or evening events, concerts, shows or sporting events. The purpose of a suspension is to make parents aware of the cause for concern and to elicit cooperation from home in rectifying the situation. Suspensions are instituted when a student violates the Code of Conduct of the School District of Philadelphia, exhibiting a behavior that warrants this level of discipline. This would include repeated violations of the rules or policies, or any other serious incident. Parents should review the code of conduct on the School District's website. Parents/guardians will be required to come to school to reinstate a student who has been suspended. No other family member can reinstate a student from an out of school suspension. A letter will be sent home with a scheduled reinstatement time and the parent will be required to meet with the Dean or the Principal to discuss the incident.

Students are not permitted to be inside the school while serving a suspension. This is considered trespassing. Since the code of conduct is closely followed, the level of consequence will depend on the infraction.

If a student violates the Code of Student Conduct they may lose privileges as a consequence. **For students who are seniors this may include but is not limited to exclusion from the prom, senior**

**trips, senior breakfast, and other activities, including participation in walking in the graduation ceremony.** For other students who are not seniors but who violate the Code of Student Conduct they too may lose similar privileges, such as attendance at proms, dances, EC Activities, ceremonies and any other activity deemed appropriate by the principal.

**Please note: Possession of a weapon WITH OR WITHOUT THE INTENT TO CAUSE HARM IS AN AUTOMATIC ARREST and a recommendation for disciplinary transfer will be made.**

Illegal drugs or drug related paraphernalia are prohibited on school grounds and could result in an arrest depending on the amount of drugs found, and will result in an automatic suspension as well as a recommendation for disciplinary transfer.

If students are found with anything drug related, an out of school suspension will be issued and loss of privileges such as attendance at the prom and/or graduation ceremony will be invoked.

If a student is suspected to be impaired in anyway, the administration reserves the right to have that student assessed by the nurse, and have their personal belongings searched. Students who are thought to be impaired due to drug or alcohol use will be sent home after a phone call to a parent. Parents will be required to pick up their child. If multiple incidents should occur, this could result in a recommendation for a transfer to the neighborhood high school.

### **BULLYING POLICY**

The Philadelphia High School for Creative and Performing Arts as well as the School District of Philadelphia strives to maintain and provide a healthy, safe, and positive learning environment for all students. It is recognized that bullying creates an atmosphere of fear and intimidation, and detracts from the safe environment necessary for student learning and may lead to more serious violence. Bullying can be exhibited by an intentional physical, psychological, verbal, nonverbal, written, or electronic act or series of acts directed at another student or students; which occurs in and/or outside of a school setting; that is severe, persistent, or pervasive; and has any of the following effects:

- Substantial interference with a student's education
- Creation of a threatening and hostile learning environment
- Substantial disruption to the orderly operation of the school

Bullying is characterized by the following three (3) criteria:

- **It is intentional or deliberate aggressive behavior or exacting of harm, AND**
- **It is carried out repeatedly over time, AND**
- **It occurs within an interpersonal relationship where there is an imbalance of power (e.g. one (1) person is physically larger, stronger, mentally quicker, or more socially powerful).**
- Bullying can take many forms and can include a variety of behaviors. Any form of bullying is prohibited and appropriate actions will be taken as recommended in accordance with the School District of Philadelphia's Bullying Policy and the Code of Conduct.



## Health Room Policies

The Certified School Nurse (CSN) at CAPA is responsible for helping students stay healthy so as to maximize opportunity for learning. **Accommodations** (e.g. elevator pass, gym excuses, modifications of academic expectations for health reasons) **require a written explanation from a health care provider**. If your child has a chronic medical condition or life threatening allergies to foods or drugs, it is imperative the CSN be aware and forms on file in the Health Room. Please call the CSN to discuss, or make an appointment to discuss their health status at the beginning of the school year and when there are any changes in their health status.

### Best Ways to Stay Healthy and Improve Academic Success:

1. Prevent infection by frequent hand washing with soap and water for 20 seconds.
2. Stay home if your body temperature is greater than 100 degrees by thermometer.
3. Cough or sneeze into your shoulder or upper arm
4. Carry facial tissue
5. Sleep 6-8 hours each night
6. Eat a healthy breakfast
7. Drink 1-2 water bottles each school day
8. Prevent injury by avoiding horseplay

### Essential Information:

1. **NO MEDICATION can be carried by students in school except rescue inhalers and epipens. A **MED-1** and **S-856** **MUST** be filled out, signed and on file in the Student Information System if your child carries an epi pen or inhaler.** These forms can be obtained either from the nurse, front office, or on the SDP website. No student should use another student's inhaler or take medication from another student or teacher..

If a temporary medicine needs be taken during school time (e.g. antibiotic), it must be given to the nurse before school in a bottle, labeled with the student's name, drug name, dosage, and time taken along with a note from the parent.

Students needing routine or as needed medicine in school must submit a Student Health Status (S-865) form completed by the parent and a Request for Medication (MED-1) form completed by the prescribing provider and signed by the parent with the properly labeled bottle of medicine.

The nurse may give acetaminophen for pain and ibuprofen for painful menses only if the health assessment indicates pain medicine is indicated and permission is granted by the parent or guardian.

**There MUST be a completed, signed S-865 on file with the nurse for your child to be able to get medications.**

2. **COMPLETE IMMUNIZATION PROFILES** must be recorded in the School District Computer Network. Students with religious, philosophical, or medical exemptions will need a letter stating why they are exempt on file and will be excluded from school if there is a communicable disease outbreak.

3. **All Students entering 9th and 11th grades MUST have a CURRENT PHYSICAL EXAM** recorded in the School District Computer Network. This should be submitted to the Nurse or office secretary prior to the first day of school. **THIS IS A STATE REQUIREMENT.**

4. **HEALTH ROOM HOURS** are for routine health issues such as stomach aches, nausea, headaches, menstrual cramps, nosebleeds, cuts that may require a Bandaid but bleeding is stopped by 10 minutes of pressure, or pink eye. Please DO NOT send your child to school sick and tell them to see the Nurse. You will receive a call to pick your child up. This poses a risk for the entire student population and increases the spread of infection. Nosebleeds usually can be handled with pressure. The student holds their head straight ahead and then puts pressure with a tissue on the nose near the bridge.

**STUDENTS WILL BE SENT BACK TO CLASS IF THEY ARRIVE AT THE HEALTH ROOM DURING NON-HEALTH ROOM HOURS FOR ROUTINE HEALTH ISSUES. STUDENTS WILL NOT BE ACCEPTED DURING HEALTH ROOM HOURS WITHOUT A PASS WRITTEN BY THE TEACHER WITH THE DATE, TIME, STUDENT'S NAME AND TEACHER'S SIGNATURE.**

**THE GOAL IS TO KEEP STUDENTS IN CLASS LEARNING!**

**HEALTH ROOM Hours vary and are posted in the main office and on the Health Room Door.**

Non Health room hours are designated for screenings, follow up appointments and compliance reporting.

**After a 10 day or longer absence, a parent must accompany the student back to school. Please know that on the 11th day absent, the student can be dropped from roll.**

### **COUNSELING**

Counseling is an important part of a student's life at CAPA. Our counselors are available for help and guidance to answer questions and offer support in academic, personal, emotional and post-high school areas of concern. The counselors are available to all students on an "as-needed" basis. Students must obtain a hall pass from a teacher in order to gain permission to leave a classroom to see the counselor. Students with last names A-L are assigned to Ms. White and K-Z are assigned to Ms. Cassidy.

### **ETHICAL BEHAVIOR**

Students at CAPA are expected to exhibit honesty and integrity in all their activities. Learning requires that students be responsible for their own work at all times. Cheating, plagiarism, inappropriate use of any technology (cell phones, internet, social media) and other violations of the Academic Integrity Policy may result in serious disciplinary action. This could include a failing grade, a parent conference, or other consequences deemed necessary.

## **The Philadelphia High School for the Creative and Performing Arts** **Academic Integrity Policy**

From the CAPA Mission and Beliefs:

The Philadelphia High School for Creative and Performing Arts prepares student to be college and career ready by providing a rigorous academic and creative experience that

allow talented students to deep explore artistic skill sets and scholarly disciplines in a diverse, inclusive and safe environment. The CAPA community believes in building a cohesive, mutually supportive academic and artistic atmosphere from which our students may draw inspiration as they build their future. CAPA students are expected to contribute to a fair learning environment by exhibiting honesty while upholding the integrity of CAPA as well as their own honor and moral character. This behavior will allow students to take ownership and pride in their own work, as well as fostering positive behaviors not only during their time at CAPA, but also in their future academic and artistic endeavors and in the workplace. Learning requires students to be responsible for their own work at all times, displaying their own knowledge, judgement, and creativity. Academically and artistically this means no cheating, plagiarizing, or inappropriate use of technology including the internet.

### **Student Responsibilities:**

1. Read and follow the Academic Integrity Policy.
2. Understand your teacher's expectations for how their assignments are to be completed, asking for clarification if necessary.
3. Seek academic assistance only as permitted by the teacher, and provide only appropriate assistance to others. Unless the teacher specifies otherwise, every assignment must be your individual honest effort.
4. Do your fair share on collaborative assignments.
5. Cite all sources completely and properly.

### **Teacher Responsibilities:**

1. Be familiar with and clearly communicate with students the Academic Integrity Policy of the school, the resources available help students meet expectations, and your specific classroom rules and policies.
2. Specify clearly how assignments are to be completed, including the use of outside sources and collaboration with other students.
3. Minimize the opportunity for cheating and plagiarism through assignment construction, consistent monitoring, creating a fair learning environment, and using available technology.
4. Teach students the skills they need to successfully meet the expectations of your classroom and the school.
5. Regularly review student work for violations of the Academic Integrity Policy and respond swiftly and appropriately.

### **Parent Responsibilities**

1. Communicate to your child that academic integrity is important to you and that you expect them to know and comply with CAPA's Academic Integrity Policy.

## **DEFINITIONS:**

### **Academic Integrity:[1]**

1. Take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated .
2. Represent your own work honestly and accurately.
3. Collaborate with other students only as specifically directed and authorized.
4. Report breaches of academic integrity to a teacher, counselor, or administrator.

### **Cheating:[1]**

Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means.

Examples of cheating include:

- Copying work for a homework, test, or any other assignment, whether verbally, in written form, or electronically.
- Allowing another student to copy your work for a homework, test, or any other assignment, whether verbally, in written form, or electronically.
- Presenting collaborative work as individual work.
- Presenting individual work as collaborative work.
- Fabricating data, information, or sources.
- Using unauthorized help or information during the completion of an assignment; this may include answer keys in textbooks, SparkNotes or similar, calculator programs, help from tutors, parents, classmates, etc.

### **Plagiarism:[2]**

Plagiarism is defined as word-for-word copying, summarizing, or paraphrasing another's words or ideas without citing the source. Without naming a source, the student is claiming the work as his/her own.

To avoid plagiarism, you must give credit whenever you use another person's idea, opinion, or theory; any facts, statistics, graphs, drawings-any pieces of information-that are not common knowledge; quotations of another person's actual spoken or written words; or paraphrase of another person's spoken or written words.

## **Consequences:**

### **Violation of the Academy Integrity Policy (including tests, assignments, class projects, etc):**

Consequences may include but are not limited to\*:

- Student conference
- Parent notification
- A zero given on assignment or assessment
- Detentions
- Electronic device confiscated
- Exclusion from extra-curricular activities such as non-grade based performances, school trips, dances, proms, graduation activities, etc
- Incident report on the Discipline Office database

**Subsequent violation of the Academic Integrity Policy and/or Violation involving Departmental exams, Senior Project, Advanced Placement exams, standardized exams (Keystone, PSAT, SAT, etc), or the improper use of phone, texting or camera to copy or share information.**

Consequences may include but are not limited to\*:

- Student conference
- Student/Parent conference with an administrator
- Referral to the Discipline Office
- A zero assignment as a grade
- Suspension
- Incident report on the Discipline Office database
- Electronic device confiscated
- Referral to counselor
- Exclusion from extra-curricular activities such as non-grade based performances, school trips, dances, proms, etc.

**\*Consequences will be determined on the severity of the incident and the existence of any prior Academic Integrity violations.**

#### **References:**

[1] (Source: Central High School, no date. CHS Academic Integrity Policy. Retrieved from <http://centralhs.philasd.org/academic-intergrity-policy/>)

[2] (Source: Indiana University Writing Tutorial Services (no date). Plagiarism: What It Is and How to Recognize and Avoid It. Retrieved from <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml> on 26 February 2018.)