

CENTRAL HIGH SCHOOL

2017-2018

STUDENT/PARENT HANDBOOK

**“A Gift from the CHS Administration and Home & School
Association with best wishes to our students”**

Dear Students and Parents:

This booklet has been created to codify many of the policies and procedures connected with Central High School. It is hoped that much of it is frankly unnecessary as common sense really dictates how we get along; however, the information is necessary for success at Central.

We assume that each student who attends Central is a responsible, mature young adult who understands, and is sensitive, to the need to function in a healthy, safe, academic environment. It is our fondest hope that everyone progresses well academically, and demonstrates constructive citizenship at all times.

In order to continue the reality of Central being the finest high school in the country, each of us (staff, student, alumnus, and parent) must do his/her best to reach that goal. For a staff member, it means helping students to learn to the highest potential possible; for a student it means coming to school every day on time prepared to work in a responsible manner; for an alumnus it means continuing to care and share with each new class the traditions which make Central unique; for a parent, it means taking the time to invest in your child's education. Central expects the absolute best from everybody at all times. It is crucial to understand this. The work is harder and the effort must be greater and constant.

High schools are service institutions. We are here to help children. Very simply put, that is our reason for existence.

In order to reach the quality of education to which we all aspire, everyone must make a personal commitment to obtain that goal. The process of responsible scholarship will translate into the product of sustained excellence in academics. Please remember whenever the weather becomes too hot or too cold, whenever there are transportation problems, and whenever the inevitable setback occurs, that it is necessary to rededicate oneself to success.

If there are any questions, please do not hesitate to call or come in to see me, an assistant principal, counselor or other staff. Don't allow a minor issue to become a major problem. Best wishes for a wonderful year.

Timothy J. McKenna President
Central High School

The Mission of Central High School

As a college preparatory, public school, Central High challenges students with rigorous academic programs to prepare them for the demands of higher education. Building upon the diversity in our school, we aim to prepare students to contribute and thrive in a heterogeneous world. We will enable students to develop problem solving skills, a life-long passion for learning, and aspirations to be thoughtful leaders of their generation.

The Central community (including students, parents, faculty, staff, alumni, and community partners) believes the following:

- The diversity of our student body is a precious asset; the inclusion and engagement of all community members is essential to our collective success.
- Our essential purpose is to foster the highest level of academic achievement for each student.
- Students thrive when provided with the necessary intellectual and emotional supports to meet the challenges of a total learning community.
- Students learn best when their curiosity is stimulated, and they are encouraged to take intellectual risks.
- The availability of robust and inclusive extra-curricular programs are essential to the positive overall experience of the school.
- Service is critical to the development of students' character and sense of civic responsibility.
- Central, as an institution, is committed to the same process of self-exploration that it cultivates in its students.
- Central strives to build a cohesive, mutually supportive, academic community to serve as a model for the community at large.

The school's Profile of Graduates is:

What do we expect CHS graduates to know?

As a result of their academic preparation, CHS graduates will ...

- Possess a broad and deep knowledge of the disciplines studied
- Have the ability to write or speak effectively
- Acquire a strong foundation in world language
- Understand technology and use it responsibly
- Know how to conduct/perform research and evaluate and credit resources
- Integrate and apply what they have learned across disciplines
- Understand that learning goes beyond the classroom

As individuals, CHS graduates will ...

- Celebrate their uniqueness and cherish their creativity
- Recognize personal strengths and limitations and know how to work with both
- Possess self-confidence and understand the importance of a balance between a healthy body and healthy mind
- Demonstrate the responsibility that comes with freedom

As members of society, CHS graduates will ...

- Value collaboration and know how to work with a group for a common goal
- Know how to resolve conflict through diplomacy
- Communicate effectively with others
- Appreciate the power and potential of a diverse population

What do we expect CHS graduates to be able to do with what they know?

- Pursue post-secondary education
- Use their education to improve their communities, country, and world
- Work to improve their own lives, the lives of others, and their community
- Be knowledgeable, flexible, and innovative enough to tackle the challenges of an ever-changing world
- Be passionate, life-long learners who will carry the traditions of Central well into the 21st century

GENERAL OPERATIONS

School Telephone	215-400-3590 Fax: 215-400-3591 Website-centralhigh.net
Administration	Mr. Timothy J. McKenna, President Ms. Theresa Harrington, Asst. Principal Ms. Tracy Scott, Asst. Principal Ms. Nicole VanBuskirk, Asst. Principal Ms. Linda Kolsky, Sr. Secretary Ms. Patricia Clark Secretary Ms. Rochelle Flowers-Attendance Assistant Ms. Jackie Betof-Admissions Ms. Evelyn McClendon, Admissions Assistant
Counseling Staff	Ms. Elana Chasan Ms. Juling Tejada Ms. Kelly Snyder Dr. Christine Soda Ms. Heather Wardlaw
Organization Committee	Ms. Nicole VanBuskirk, Roster Chairperson Ms. KD Davenport, Asst. Chairperson Ms. Avi Snyder, Asst. Chairperson
Department Chairs	Ms. Gisela Johnson-Smith - English Mrs. Rachel Rodriguez - World Language Mr. Haviland Harper – Math/Com. Sci. Mr. Ben Blazer – Music Mrs. Andrea Keefe-Art Mr. Richard Drayton - Physical Education Ms. Darcel Bonner - Science Mr. Tom Quinn - Social Studies
Health Services	Ms. Sandra Campbell, R.N. Ms. Leigh Anne Coakley, R.N.
Cybrarian	Mr. John Lobron
Sp. Ed. Liaison	Ms. Maria Barracca
277 th Class Sponsor	Dr. Elliott Drago
278 th Class Sponsor	Mr. Michael Horwits
279 th Class Sponsor	Ms. Ashley Zesserman
280 th Class Sponsor	Assistant Principals

Major Activities	Ms. Karen Schromsky - Student Govt. Mr. John McElhenny -Centralizer Ms. Pat Cameron - Yearbook Ms. Andrea Keefe - Mirror
Discipline	Mr. Jeremy Julien - Dean
Building Engineer	Mr. Lorenza Davis
Alumni	Stephen Chappell, Esq.– President Ms. Pat Malloy – Coordinator (215-927-9550)
Archivist	Mr. David Kahn & Ms. Maxine Croul
Home & School	Ms. Laura Buonomo-President

SCHOOL CALENDAR 2017 - 2018

- August 28, 2017 - First Day Back for Staff
- August 29-31 - Staff Only – Professional Development
- August 31 - New Students to Central-Half Day
- September 1 - Reorganization
- September 4 - Labor Day – Schools Closed
- September 5 - First Day Back for Students (School Day begins at 8:00 AM and ends at 3:04 PM)
- September 14 - Back to School Night – 5:30-7:30 PM
- September 21-22 - Schools Closed – Rosh Hashanah
- September 2017 - Financial Aid Night @ Central (7:00-8:30 P.M.)
- October 27 - 3-Hr. Early Dismissal
- November 7 - Schools Closed – Election Day
- November 10 - Schools Closed - Veterans’ Day
- November 20-22 - First Report Card – Parent/Teacher Conferences
- November 21 - Career Day
- November 23-24 - Schools Closed – Thanksgiving
- December 8 - 3-Hr. Early Dismissal
- Dec. 25-Jan. 1, 2018 - School Closed – Winter Break
- January 2, 2018 - Staff Only – Professional Development
- January 15 - Schools Closed - MLK’s Birthday
- February 14-16 - 2nd Report Card, Parent Teacher Conferences – 12:30-3:00 PM; Student Dismissal 12:02 PM
- February 19 - Schools Closed - President’s Day
- February TBD - College Information Night for Juniors@ Central
- March TBD - Soph Hop - **278**
- March 16 - 3-Hr. Early Dismissal
- March 29-April 2 - Spring Recess - School Closed
- April 27 - 3-Hr. Early Dismissal
- April - Junior Prom - **277**
- May 2-4 - Third Report Card Parent/Teacher Conf.

May 1-12	- AP Testing
May TBD	- IB Testing
May 14-25, 2018	- Keystone Exams
May 8	- Election Day – Schools Closed
May 18	- 3-Hr. Early Dismissal
May 28	- Schools Closed - Memorial Day
June TBD	- Senior Prom – 277th Class
June TBD	- 277th Class Comm. Practice
June TBD	- 277th Class Commencement
June 12	- Last Day for Students
June 13	- Last Day for Staff

NOTIFICATION OF NON-DISCRIMINATION

All courses, interscholastic sports programs, and extracurricular activities at Central High School are available to all students required by Title IX, Section 504, and Title VI. If there are prerequisites, they are based on ability and aptitude, not on sex, race, color, national origin, or any handicapping conditions. If you have an IEP or Chapter 15 accommodation, you may qualify for special services and instruction, and equipment modifications, so you can successfully complete an activity.

ACADEMIC ACHIEVEMENT

Because of both the high academic standards of Central High School, and the selective nature of our student population, every pupil is expected to perform at his/her maximum potential. Therefore, according to the regulations of the School District of Philadelphia, a student in any and all grades who does not pass at least three academic major subjects at the end of the year may be recommended for transfer to his/her neighborhood school for the following September. Additionally, any student who fails two majors for a second year may be transferred to the neighborhood school. They need not be consecutive. Summer school achievement, although desirable, is not sufficient to abrogate this policy. Summer school for four weeks is not a substitute for forty weeks of instruction at Central.

Test Days

Central's policy is to have no more than two major tests on any given day. The following is a schedule for the school year 2017-2018.

DEPARTMENT

ART

ENGLISH

WORLD LANGUAGE

MATH

MUSIC

SCIENCE

SOCIAL STUDIES

HEALTH ED

DAYS

Monday

Monday & Wednesday

Tuesday & Thursday

Monday & Wednesday

Monday

Tuesday & Thursday

Tuesday & Thursday

Monday

Homework

Homework is an integral part of the student's educational program. While the amount of work assigned will vary among teachers and departments, it is essential that such assignments be completed and turned in on time. A regular check on the student's assignment will insure continued success. Every student should assume they have homework in every subject each day. If a written assignment is not given, the student should be reading the text, or doing collateral work. **THIS ITEM IS BEYOND CRUCIAL.** Central is very difficult. Every subject should be studied every day. Students don't believe this statement. They equate homework with written work as per past experiences. This is not the case

at Central. If you don't keep up to date with reading and reviewing, the work becomes progressively harder. The hole you dig becomes only as deep as you make it. Please - do work every day in all subjects!

Student Assessment

Evaluation of Student Progress/Achievement

Teachers use multiple assessment procedures to determine grades based on the student's performance. These include; classwork, homework, notebooks, quizzes, tests, laboratory work, projects, reports and research papers, portfolios, and midterm and final examinations.

Teachers will inform students of their grading policy at the beginning of the school year. Work missed because of absence or lateness can lower academic marks. It is the responsibility of the student to make arrangements with teachers to make up missed work.

Each student should have at least one other student in each class to contact for assignments missed due to absence.

Midterm and Final Examinations

Midterm and Final examinations will be administered to all Central students in all major subject areas via a special schedule. The dates will be announced as they are developed. Separate communication will occur pertaining to both examination periods.

It will be Central's policy to make finals as late in the year as possible; however, if there is school scheduled after finals, **students must attend**. Education will continue. All students including seniors will have finals.

No student should have more than two examinations on a particular day. Failure to turn in student textbooks/school belongings will delay the final grade until requirements have been satisfied. If the student has lost his/her book he/she may pay for it before or pay on the day of the final. Students must attend all classes during the examination period, not just the ones which are eligible for testing.

No absences are permitted during the examination period. If a student has lunch on a given finals/midterms day, he/she need not attend that period but **MUST** attend Advisory and must clear the absence in advance with the Advisor. If a totally unavoidable situation occurs, the student must bring a note signed by the parent, and if it is a medical excuse, by the doctor on letterhead stationary. The student must see an Assistant Principal for approval to take a make-up examination.

If school is canceled due to inclement weather during an examination period everything remains the same. On the day that students return, the exams previously scheduled for the day(s) missed will be given. Canceled day(s) will simply move back the schedule.

Lunch

Each student will receive one lunch period each day. Due to the size of our school it may be anytime from 1st through 7th period. Students with an early or late lunch period can find an opportunity to snack during the day. Food is provided

FREE OF CHARGE FOR BOTH BREAKFAST AND LUNCH FOR ALL STUDENTS in the cafeteria. After finishing lunch, and cleaning up, students are free to go for tutoring with another student or teacher, study in the library or remain in the lunchroom. We will begin school year 2017-18 with a **closed** campus, i.e. no one will be allowed outside the building. This will change **only** if a desired and demonstrated level of **responsibility** is shown by **all** students.

Any student that has 7th period lunch must fill out a permission slip signed by their parent that will allow the student to leave before 3:04. This permission slip will be distributed in advisory and must be returned to the main office.

Academic Ineligibility

Academic eligibility is a prerequisite for participation in any extra-curricular activity. Any student who has two failures or three grades of “D” or below will be considered as ineligible. This is calculated each report period. Eligibility to begin the school year is based on June’s cumulative report card grades. Probation may be requested at a point halfway through the report 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 such as a prom or participate in extra-curricular activities, e.g., sports and clubs. If probation is granted the student will be eligible for the remainder of the report period.

Since the primary mission of the school is academic achievement, it may be necessary for the student to concentrate solely on academics for the remainder of a report or/and the next report period. The entire intent of this policy is to maximize the time spent in the classroom so as to receive the greatest possible quantity and quality of instruction. Performance is the key ingredient in a student’s progress, and the student cannot perform if he/she is not present. Again, it is not our intention to punish; rather it is our hope that clear consequences will help to motivate every student and family into positive behaviors.

Graduation Requirements

All Central High School students must complete 5 required major subjects and 1 elective subject for a total of 6 credits each year. Physical and Health Education total 5 periods a week, except in unusual circumstances, therefore, every student will be rostered to thirty (30) periods of classes, plus 5 periods of lunch weekly. We have no study periods. The School District of Philadelphia has mandated that the number of credits needed to graduate is 23.5. All classes (277-280) now require an interdisciplinary/service learning project to be successfully completed prior to graduation. Students in 277 are also required to pass Keystone Exams.

Mandated sequential courses include:

<u>9th Grade</u>	<u>10th Grade</u>	<u>11th Grade</u>	<u>12th Grade</u>
English	English	English	English
World History	Afr. Amer.	Am. Hist.	Soc. Sci.
Algebra I	Geometry	Algebra 2	4 th Math/Sci
Biology	Physics	Chemistry	Elective
Language I	Language 2	PE/Health	Elective
Music/Art/PE	Elective	Elective	Elective
Com. Service	Com. Service	Com. Service	Com. Service

Course Selection

The Process of Choosing Courses:

Department heads/chairs will explain the courses that will be offered the following year during assembly programs each January (of the preceding year) to all 9th, 10th and 11th grade students. A copy of the Subject Selection Guide will be available on-line at Centralhigh.net which describes all courses and prerequisites. Parents and students should discuss the subjects offered, courses previously taken, grades earned, goals of the student, and graduation requirements. Please feel free to discuss course selections with the department leadership. Students must obtain permission and take qualifying examinations to take all Honors, IB and Advanced Placement Courses. The prerequisites for all courses are listed in “The Subject Selection Guide” which is available on-line through our website. The process for admission to Honors, A.P. and IB courses makes use of competitive examinations and teacher recommendations and is coordinated by the department chair in the subject area. Successful achievement in other courses may also be considered. Excellent attendance and punctuality are also necessary for inclusion.

All qualifying examination dates are posted, and we encourage all interested students to take them. Be aware, however, that the work expectations for AP/IB courses are so high that students at risk will not be considered.

Rosters will be run late in the summer and be available on-line a few days before school begins and are distributed to students on the first day of school.

Work Rosters

Central does not have work rosters. Central is a college preparatory school known throughout the city and country for maintaining rigorous and high academic standards. In addition to our academic program we encourage students to participate in extracurricular activities and sports programs to help develop their leadership and social skills. All scholarship and college applications ask students to list involvement in extracurricular activities.

Roster Changes/Corrections

During the second week of school, students will be given an opportunity to request a roster correction if a roster error was made. The roster office will review all applications and changes will be made, if feasible and appropriate. Changes will not occur for lunch periods, teacher selection, or totally new course selection.

If a roster change is requested, the following is required;

- A letter from a parent explaining why the change is requested,
- Approval from the department head or chair,
- Space availability.

Tutoring

Tutoring is available from teachers, fellow students, various clubs, or provided by individual academic departments. Your teacher is the first point of resource when there is difficulty. Don't allow a minor problem to grow and become significant. When in doubt, ask!

Summer School/Summer Programs

When a student fails a course during the academic year, credit can be obtained for that course by passing it in an **approved** summer school. Both the failing grade and the summer school mark are recorded on the student transcript. For ranking purposes a grade of 65 is utilized.

Students who wish to have permission to attend either a private summer school or/and take an advanced course must receive such from an assistant principal and roster office.

Achievement in summer school/summer programs does not alter the decision pertaining to retention at Central if a student has failed three courses during one academic year or two courses for a second year. Successful achievement in summer school keeps the student on grade level at his/her new school.

International Baccalaureate Program

Our IB Diploma Program began in September 2005. It is a two-year program designed for highly motivated students in the junior and senior years. The program has earned a reputation, worldwide, for rigorous assessment. Diploma holders often have access to the world's leading universities.

Ninth grade students interested in the program must maintain all A's and B's with the exception of one "C." They must have excellent attendance and punctuality, and they need to get teacher recommendations to be considered for the 10th grade Pre-IB Program. Also, at this point, IB foreign languages at Central include Spanish, French, Italian and Latin. In addition, it would be beneficial for students preparing for IB to have already taken Algebra I and to be taking Geometry in the 9th grade. If this is not possible, they will need to take both Geometry and Algebra II in the 10th grade in preparation for the Diploma Program. IB courses will receive advanced credit in the year in which the exam is taken. In other years IB courses receive honors credit. Questions may be addressed to Ms. K. Davenport, Program Coordinator.

Advanced Placement (AP) Program

Advanced Placement is the curriculum administered under the auspices of the College Board. These courses prepare a student to take the Advanced Placement Examination in a particular subject area in May. Success in this examination process may generate college course credit. Students in AP courses who do not take the May examination receive Honors credit.

For the past few years the School District of Philadelphia has subsidized the cost of AP/IB examinations. If this is the case this year, it is a tremendous benefit to students; however, regardless, all students taking an AP course must take the examination in that course. If the School District does not absorb the cost of the examination, the cost is approximately \$90.00 and IB is much more. As of the printing of this booklet, a final determination for payment has not been made.

Students who take Advanced Placement/IB examinations in May are excused from classes **only** on these day(s). The student is expected in class on all other days.

BARNWELL HONORS

There are three Barnwell Honor Pins - Enamel, Silver and Gold. Students who earn Barnwell Honors after the 9th grade first earn an Enamel Pin. If they earn it a second time they receive a Silver Pin, and if a third time merits, (10th, 11th and 12th grades), a Gold Pin is awarded at graduation. To earn Barnwell Honors students must have all A's and B's in major subjects and no more than one C in a minor subject. Behavior, punctuality, attendance and character must also be exemplary. Barnwell Honors is the highest achievement a student can earn at Central.

BARNWELL CHAPTER of the NATIONAL HONOR SOCIETY of CENTRAL HIGH SCHOOL

The Barnwell Chapter of the National Honor Society of Central High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, service, leadership, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five member Faculty Council, appointed by the President. It may bestow this honor upon qualified students on behalf of the faculty of our school each year.

Students in the 11th and 12th grades are eligible for membership. For the scholarship criterion, a student must have a weighted, cumulative average of at least 100, with all A's and B's. A history of leadership experiences and participation in school or community service is required. Posted criteria for attendance and punctuality must also be met.

COMMUNITY SERVICE/SERVICE LEARNING

Central is now in its twenty-fourth year of a mandatory community service program. There are two major reasons for this initiative. First and foremost, it is the right thing to do. Our students have the greatest gift in the world, a good mind. With this gift comes the responsibility to make the world a better place. Central has always had the obligation to present the best possible educational program. Part of that mandate should be to prepare students to assume leadership roles in the community. It is our position that by going beyond the classroom in our expectations for students, they will be able to develop necessary skills and exhibit positive behaviors as well as gain academic credit and a post-high school advantage.

Guidelines

1. All 30 hours must be done at ONE location of service. (ONLY freshman can perform service in up to 2 locations; i.e. Central Shadowing and Jeanes Hospital).
2. You MUST print and have the authorization form filled out by you and signed by your supervisor at the place of service and given to Ms. Betof or Ms. McClendon by May 4, 2018.
3. If you are able to get all 30 hours in school or for school clubs/activities, there is a separate form to fill out.
 - a. Walks done with the school can only earn you up to 4 hours.
 - b. You can only earn up to 6 hours through shadowing (if you are a freshman).
4. Community Service is now worth a half credit. Therefore, in addition to completing the required number of hours at a qualified place of service, students must also write an essay.
 - a. Must be at least 3 paragraphs.
 - b. Must include summary of service, how it benefitted the community and what they learned from the service
5. All letters of service must be emailed **directly** from the organization to class sponsors and Ms. Betof for members of 280. (If the organization will only give you a paper copy, you must scan and upload that letter, which MUST be on the letterhead of the organization, to your Google Classroom account.)
6. All essays must be submitted via Google Classroom (code and instructions will be given at your fall assembly and in a follow-up email).

What qualifies as a community service activity?

- Students cannot get paid for the work.
- Service MAY NOT be performed for family members or for profit-making organizations.
- Community Service must be completed at a NON-PROFIT organization; therefore, students should ask the organization or business if it is non-profit prior to performing activities. The term “non-profit” does not relate to whether or not

the student is paid for the activities performed. As a general rule, activities performed at libraries, schools, Meals on Wheels, hospices, Habitat for Humanity and faith-based organizations are acceptable. Please keep in mind that hair salons, doctors' offices, physical therapy facilities and most daycare centers are FOR PROFIT businesses and therefore unacceptable, even if you volunteer.

- Membership in a service club at school or organization does not constitute Service; however, if the club performs service activities in the community or school beyond club meeting times, this can be counted as service.
- Service may NOT be performed during the school day.
- Service performed at faith-based organizations such as churches, synagogues or mosques will be counted towards the community service requirement as long as the activities are NOT religious in nature. For example, activities performed at an after school program housed in a church will count, but assisting in a worship service or Bible Study does not count.
- Campaigning for a particular political party does NOT count towards CS hours. Non-partisan organizations like The Committee for Seventy **does** count.

Popular Sites/Locations for service:

- Local Hospitals/Nursing Homes (verified volunteer programs – these are the only non-profit institution allowed to give service) The edline community service page lists local hospitals addresses/contact info.
- Local Libraries
- Local Schools (tutoring programs, etc) – not daycares unless daycare is a NON-PROFIT
- Animal Shelters
- Thrift Stores run by Non-Profits
- Chartered Community Organizations (certain rec leagues, community programs, athletic leagues are actual non-profit recognized organizations and can be used for service)
- Recycling Club
- Orientation Leaders
- Teacher Aides (this type of service must be approved by sponsor)
- Tutoring at Central must be organized through National Honor Society, Writing Center or via the Department Chairperson
- <http://volunteer.phila.gov/>
- <http://www.volunteermatch.org/>
- <http://www.dosomething.org/>
- Local and National museums in the area (Constitution Center specifically)

GRADING: The C.S. grade is Pass/Fail. Pass is a 90 (Edline number grades just reflect completion of requirements and do not reflect number on the report card.) A failing grade is a 60.

ACADEMIC INTEGRITY: Disciplinary action will occur for any student who has submitted forged or false documentation for community service. The student will not receive academic credit for the service and the matter will be handled in a manner consistent with School District of Philadelphia guidelines and Central High School's Academic Integrity Policy. **HOURS WILL BE VERIFIED. IF YOU HAVE ANY QUESTIONS, PLEASE SEE YOUR SPONSOR.**

LIBRARY

Library hours are scheduled to be from 7:15 a.m. to 5:00 p.m. pending full staffing. The library is a place for reading, quiet study, accessing the Internet and doing research. It is not a recreation area, and is not a lunchroom. Eating and loud talking are forbidden in the library. Books are to be returned on time. A monetary fine will be assessed if they are late. The library is the academic hub of the school. Research possibilities should be thoroughly investigated and utilized.

COUNSELING

The Counseling Department consists of the following counselors:

Ms. Chasan (A-FL) (erchasan@philasd.org)

Ms. Kelly Snyder (Fo-Lo) (@philasd.org)

Dr. Soda Behavioral Health Counselor (csoda@philasd.org)

Ms. Juling Tejada (Lu-Sam) (jtejada@philasd.org)

Mrs. Wardlaw (San-Z) (hwardlaw@philasd.org)

The individual counselor is determined by the student's last name. In September of each school year, an alphabetical breakdown is available.

Counseling is an integral part of a student's life at Central High School.

Counselors are available for help and guidance to answer questions and offer support in academic, personal, emotional, and post-secondary high school areas of concern. If the student wants to schedule an appointment with his or her counselor, the student can email the counselor or stop in the Counselors' Office, Room 134. If the student has a problem with a class, he/she should first talk to the teacher before consulting the counselor. Parents may speak to or make appointments to see the counselor by calling the school or emailing the counselor. Counselors are available for assistance in the following areas:

- Academic, Emotional, and Social Support
- Post High-School Career and College Exploration and Planning
- SAT/ACT Testing Information
- Financial Aid and Scholarships
- Naviance College Planning Tool

Planning for College

Scholarship Qualifying Test (PSAT / NMSQT)

October 11, 2017

- All 9th -11th Grade students at
Central High School
Special Schedule

Cost - \$15.00 per student (subject to change)

The PSAT and SAT have been developed to test verbal skills and mathematical ability. The best preparation for the verbal and writing sections of the PSAT and SAT is a good literature background as well as writing as extensively as possible. Purchase books as gifts and encourage your child to use the library.

The mathematics in the PSAT is covered in the Algebra One and Geometry courses which are required at Central.

We require all 9th, 10th and 11th grade students take the PSAT. It is given at Central. This is the qualifying examination for National Merit Scholarship, National Negro Achievement Scholarship and National Hispanic Scholarship competitions.

The SAT's are taken at the end of 11th and/or the beginning of 12th grade. They include aptitude sections like the PSAT and achievement examinations in subject oriented topics. SAT II subject tests should be taken in May or June of the year that the subject is taken. The ACT is also available for students as a college screening assessment.

Scholarship and Financial Aid Search

Students and parents seeking financial aid are urged to start their search as early as possible and to use the sources that are available to them at no cost. Information concerning state and federal programs of student financial aid are available through the counselors at Central, financial aid officers at the post-secondary school of the student's choice, and the Pennsylvania Higher Education Assistance Agency (PHEAA). This information is free. Central and Girls High host a Financial Aid Seminar for parents in January every year. In addition, toll-free telephone lines enable students and parents to call PHEAA to learn more about the application procedures for PHEAA-administered programs. Information is also available through links on Central's website.

Graduation

Graduation for Class 277 will be held in June - 2018. Each student in the graduating class will be given three (3) tickets for commencement. Additional tickets may be earned as a result of excellent attendance and punctuality. If there

has been significant lack of attendance or/and significant lateness, a reduction of one ticket will occur.

Honors, Prizes and Awards

Sources of Information

Please review the Barnwell Handbook for a list of prizes, awards and scholarships presented at graduation. A number of other opportunities are available and are included in the daily bulletin which is available on Ed-Line each day. The Counselors' Bulletin Board on the first floor and the Assistant Principal's on the second floor are other sources of information which should be examined regularly.

The degree given by Central High School is recommended for those graduates who have not failed a major subject above the 9th Grade and who have maintained a total average of at least 90. To be eligible for a degree the student must attend Central for a minimum of three years. Students who opt to attend college after 11th grade forfeit the right to a degree and to graduation awards. The diploma given by Central High School is recommended for those graduates who have not fulfilled the requirements for the degree but have completed all other requirements for graduation.

INCLEMENT WEATHER

Again this winter, there will be radio and television announcements of school closings or late arrivals due to inclement weather. Schools throughout the Philadelphia area will be announced as "ALL PHILADELPHIA PUBLIC SCHOOLS ARE "OPEN", "CLOSED" or "TWO HOUR DELAY (10:00 AM)". No specific Philadelphia public school names or numbers will be announced. If all Philadelphia Public Schools are open, Central is open. Please don't call the school. If days are missed for inclement weather, the School District will decide if and when the days are to be made up.

METAL DETECTORS

The School District has a policy of placing metal detectors in all high schools for student safety. Two entrances (Olney Ave. & Ogontz Ave.) are available to scan in at the start of the day. All students must then go through the detector. Possession of weapons is an arrestable offense and the student will be recommended for expulsion.

TRANSIT SAFETY

There are always concerns about traveling to/from School. Students and parents must report any unacceptable incidents which occur in transit immediately to the discipline office and to the Philadelphia Police. Any Central student who commits an offense is subject to disciplinary intervention including dismissal from Central.

ADVISORY

Advisory is a time to prepare oneself for a new school day. It is a time to take roll, hand in absence notes, distribute transpasses, collect information, read the Daily Bulletin, and listen for important announcements.

1. Advisory begins promptly at 8:00 a.m. daily. The door is closed immediately after the bell rings. You are late anytime thereafter. **After 8:00 a.m. - YOU ARE LATE !!**
2. You must speak with your advisor ahead of time to obtain permission to go anywhere else during advisory.
3. Access to activities is a function of positive academic performance, good attendance, punctuality, and appropriate behavior. ALL areas must meet/exceed acceptable guidelines in order to participate.
4. Graduation awards are given for perfect attendance. Appropriate attendance and punctuality are prerequisites for consideration for the B.A. Degree and ALL academic honors.
5. Absence notes must be obtained within 5 days. If no note (for absence) is brought in you are coded parental neglect. Repeated offenses of unexcused absences may be reported to Truancy Court.
6. Inappropriate behavior will be subject to disciplinary intervention.

ATTENDANCE POLICY

Given the degree of difficulty of the curricular expectations that we have at Central High School, it is crucial that each student maximize the time spent in the classroom. Time missed due to absence or lateness is a loss of valuable instruction. The continuity of the instructional program is disrupted for both the student and for the remainder of the class if attendance is sporadic. The benefit of consistent, regular, sequential instruction is lost and cannot be made up - even with extensive tutoring. Our experience has shown that the students who experience the greatest degree of difficulty are those with the poorest attendance and punctuality records. Very simply, students need to be in school and parents must monitor that attendance. To that end, we also recommend strongly that all regular medical and dental appointments be made during non-school hours. It is also important to realize that college visits should be made during summer or vacation time and not take away from school. However, students in 12th grade will be granted day(s) to visit colleges. This can only be done through Dr. Drago, 277 Class Sponsor. A college visit form must be filled out **PRIOR** to a visit.

In an effort to ensure that you are informed, a telephone robot system calls the homes of students who were absent or tardy. These calls are placed between the hours of 5 p.m. and 9 p.m. This system is used to inform parents of important meetings and programs being held at school. **Please register at signup.philasd.org**. We must have accurate student phone numbers for you to receive this valuable information. Proper attendance is a prerequisite for all academic recognition as well as eligibility for extracurricular activities.

When a student arrives to school late from a medical appointment he/she must have a note from a physician/dentist on letterhead. The student must arrive prior

to 11:30 to be marked present. Upon arrival they must report to the main office and alert a secretary.

1. The first time a student has more than 10 latenesses or absences in a marking period he/she will receive a warning from the Discipline Office.
2. If a student has more than 10 latenesses or absences for a second time, they will be added to the attendance list and will be ineligible to participate in social activities.
3. Students who have more than 40 combined latenesses or absences in the school year will lose the privilege of participating in all social events such as the prom and/or various academic honor awards including Barnwell.
4. The parent must provide an absence note on the day of the student's return to school to both the advisor and subject teachers. The note should be signed by a parent or guardian listing the student's name, book number, date(s) of absence(s) and reason for the absence. This note should be handed into the office upon return of the student to school. If your child is out an extended period of time (more than 5 days) please notify Ms. Flowers in the main office.
5. In the past students, sometime even with the approval of parents, have taken unauthorized "vacations" and/or have organized "private trips." These absences are unexcused and the latter will be subject to disciplinary action.
6. Students who are on the attendance list may come to the Discipline Office halfway through the quarter and apply to be removed from the list. Students who do not have more than (4) absences/latenesses halfway through the quarter will be removed from the list after they apply and have paid their scan fees.

CUTTING POLICY

It is crucial to understand the following: Students must be in class on time every day to maximize instruction. Being present in each and every class is of paramount importance to the integrity of the academic program and the successful achievement of students. Any unexcused absence from class is considered cutting. Any student that cuts class will serve detention with their teacher or be assigned a detention through the discipline office. Students who repeatedly cut class will be put on daily report for a minimum of 1 month. Failure to comply with daily report will result in additional disciplinary action.

LATENESS POLICY

The school day at Central High School begins at 8:00 A.M. 277 students must enter the building via the main entrance. 278, 279 and 280 enters using the first set of patio doors between the gym and the auditorium and scan their ID card. It is mandatory that every student in the building scan their ID or be manually entered into the computer system. Students will be marked late if they do not follow these directions. Situations involving inclement weather, emergencies or special schedules, will adjust the time of lateness. If a student has any long term extenuating circumstances that would prevent them from arriving to school on time a parent conference with an Assistant Principal and the Dean of Students is required. Specific documented evidence to support their reason for an agreement

must be provided by the family. Any agreement will not be applied retroactively for previous lateness/absence, only those after an agreement is made.

EARLY DISMISSALS

At the high school level early dismissals should be for EMERGENCY medical/dental reasons only. If this need should arise your child MUST have the Early Dismissal Form filled out.

This form must be written by the parent/guardian requesting the exact time of the early dismissal, have a phone number where we can confirm this information, and be signed by you. Your child brings this form to the main office before advisory ends. We will not honor requests for an early dismissal after the advisory period ends. The office will call you to confirm the early dismissal. Please note a student must remain in the building until the end of third period to be marked “present” (dismissed no earlier than 11:20). **If a student submits a forged early dismissal form there will be disciplinary consequences.**

No early dismissals will be honored by phone calls or faxes – NO EXCEPTION! No early dismissals will be honored prior to any major events such as proms, class trips, or prior to a holiday unless the request is made by a medical professional on letterhead stationery.

Students may not have more than **3** early dismissals in a quarter. The first time a student has more than 3 early dismissals in a quarter he/she will receive a warning from the discipline office. If a student has more than 3 early dismissals on another quarter he/she will be added to the revoked privileges list. If a student has an extenuating circumstance that requires them to have more than 3 early dismissals per quarter they must speak to an administrator and provide documentation.

Students are to be in school every day for the entire day. An emergency situation can only be dealt with by an administrator. This is without debate and all inclusive. College fairs always have alternative late afternoon or evening hours to accommodate our students. Job interviews are to be scheduled after school. Your responsibility for four years is school and that is always primary.

STUDENT DISCIPLINE

Discipline procedures are included in the School District’s Code of Conduct found at philasd.org. Basic common sense prevails. If you think something is not acceptable in a cooperative community, it probably is not. As a basic rule, violation of school policies are addressed through school-based remediation strategies. Violations of the law are addressed through the police and the legal system of Philadelphia. Disciplinary consequences such as detention, in school suspension, out of school suspension, parental conference, and revoking of privileges can be used depending on the severity of the infraction. Students who skip a detention will face more disciplinary action including, but not limited to, school suspension and revoking of privileges. Keep in mind that a student may have their privileges revoked for one major infraction or for repeated infractions. Privileges will be revoked for **30 school days**, or **indefinitely**. Students will

remain on the revoked privileges list until they come to apply in the discipline office once the 30 day period has passed, we will **not** automatically remove you. Students must have a clean record for 30 school days to be eligible for removal from the revoked privileges list.

There is a zero tolerance policy for any student who endangers others, or who possesses or distributes controlled substances such as alcohol or drugs. Act 26 is also applicable regarding expulsion from school for carrying weapons. Consumption or possession of any controlled substance, alcohol or narcotic, either in school or at any school event, is **NOT PERMITTED**. Any violation of this will result in school discipline as per the district's code of conduct and Philadelphia Police intervention. Additionally, any possession of a weapon for any reason is a crime and will be dealt with accordingly. **SCHOOL DISTRICT POLICY CONCERNING ACT 26 WILL BE FOLLOWED, I.E., ARREST AND RECOMMENDATION FOR EXPULSION AS PER STUDENT CODE OF CONDUCT. Additionally, any student that returns to Central following an expulsion hearing will lose their privileges for one calendar year. This applies to ALL school events including graduation.**

Students are also to understand that Central is a totally heterogeneous multicultural environment. There is zero tolerance for any words or actions that are degrading to anyone else's age, race, gender, culture, religion, or sexual orientation. The healthy interchange of thoughts and opinions leads to learning. We expect tolerance and understanding at all times. Students who cannot function without the sensitivity and civility necessary to prosper at Central will be subject to immediate and significant disciplinary intervention.

ETHICAL BEHAVIOR

Students at Central are expected to exhibit honesty and integrity in all of their actions. Learning requires that students be responsible for their own work at all times. Cheating, plagiarism, inappropriate use of any technology (cell phones, internet, etc.), and other violations of the Academic Integrity Policy may result in serious disciplinary consequences. Central's complete academic integrity policy can be found under the Academic Integrity tab on centralhigh.net.

Morally, it assumes that all people at Central will treat each other with civility and courtesy in every interaction whether it be in school or at an out of school activity. Discriminatory or prejudicial behavior is not part of the expected actions of a Central High School student. Foul/obscene language is not to be used in any place or in any interaction. Simply, always treat yourselves and others with dignity and respect.

SOCIAL EVENTS/PROM

The students and class sponsors work very hard every year to plan a series of social events, including the Soph Hop and the Junior and Senior Proms. The students arrive looking elegant to have an evening filled with fun and pleasant memories. We encourage you to speak to your child about proper behavior and safety. Know the types, times, and locations of all events your child will be

attending. Please help us keep the students of Central High School, your children, safe and healthy. Students and dates must be **ELIGIBLE** to attend all social events. This means that students cannot be on any of the following three lists: Academic, Attendance or Revoked Privileges. Students who do attend social events are expected to comply with all school regulations as well as obey the law. Students must be in attendance the day of a social event such as a prom or dance. Students found under the influence of a controlled substance are subject to arrest, subsequent denial of all privileges, and dismissal from Central. Additionally any student that attends an event without permission will face serious disciplinary action and pay any fee associated with the event.

DRESS CODE

In an effort to maintain an atmosphere that is most conducive to learning, student attire is expected to be appropriate for school. The purpose of the dress code is to assure that the school population will dress in a way that is supportive of, and not disruptive to, the educational process.

Students are required to adhere to the following:

1. Students are not permitted to wear apparel that demeans or degrades another, suggests sexual activity, or refers to violence, alcohol, drugs, or tobacco.
2. All undergarments must be covered at all times.
3. Pants may not be worn below the waistline.
4. Students must wear apparel that covers the midriff and back. Tube tops, open back/side tops, crop tops, and plunging necklines (front and back) are prohibited. Tanks tops may be worn, however spaghetti straps are prohibited. Straps on tank tops must be at least 1 inch wide and cover bra.
5. Shorts, skirts, and dresses must be mid-thigh length, at least to the fingertips. Dresses may not have plunging backs, be made from transparent material, or have side or front cut outs.
6. Any form of head apparel that covers the head (hats, scarves, hoods, bandanas, etc) is prohibited, except under the terms of specially designated days or for medical reasons, cultural observances or religious reasons.
7. Sheer and see through material may not be worn.
8. Sunglasses may not be worn.
9. Students must wear footwear at all times. Because of safety and sanitation such as chemistry lab, teachers may require more substantial footwear. Special

dress requirements exist in physical education classes, in the arts, and science laboratory classes.

Central is one of a few schools in the School District of Philadelphia to not require a uniform. Please appreciate the fact that you have a lot of freedom, and with that freedom comes responsibility to adhere to our dress code. Students not in compliance with the dress code will be required to obtain an immediate suitable change of clothing and will face disciplinary action ranging from detention to suspension and may include revoking a student's privileges. Any student who wears apparel to school deemed inappropriate dress will be referred to the discipline office.

Students driving to school

Students are permitted to drive to school. While students may park adjacent to school property (along Ogontz and Olney Avenues), Juniors and Seniors have the privilege to apply to park on the blacktop during school hours. To do so students must see Mr. Julien for a parking permit. This permit must be prominently displayed at all times. Note, however, that there is no permission given to utilize that car during the school day. Central High School and/or The School District of Philadelphia are **not** liable for any damage/theft involving an automobile on our property.

AUDITORIUM PROCEDURES

All students, including those who arrive late, must sit with their advisory upon arrival. Important information is presented to classes during assemblies. Therefore, it is critical that all students listen carefully to whoever is speaking. To that end, it is prohibited to do homework, use a cellphone or eat/drink during assemblies. Keep in mind that assemblies are announced in the daily bulletin, so you are responsible to know ahead of time and make any academic adjustments since you are not allowed to do work during assemblies.

INTERNET ACCESS

Central High School has made a substantial investment of time and resources to provide students and staff access to the technology that will be a fundamental component of the workplace in the 21st century. Alumni and friends of Central High School have contributed time, resources and finances toward that end.

We provide access for faculty and students to the internet and the global exchange of information that connection allows. Each student/family will be asked to provide a home computer address so that contact may be maintained. Our added capabilities include:

- A Central High School Home Page (Address: **centralhigh.net**) with updated information about the school.

- Access to the internet by means of fully networked computer labs.
- Connection of the Barnwell Library and its resources to the computer labs, as well as other designated sites within the building.
- Student and staff access via computers in the Barnwell Library and in all classrooms. When designated rooms are used for classes or other regular activity, they may be utilized for student research.

Although the potential of this new technology as a resource of information and communication is exciting, we, in the larger Central community, need to understand the dangers of unacceptable use that similarly exist. Use of technology at Central is a privilege, not a right. Unacceptable use will result in restriction or cancellation of all access privileges and may even result in serious disciplinary or legal action.

Use and application of technology must be consistent with present and future policies, rules and guidelines of the School District of Philadelphia.

Unacceptable use may include:

Illegal activity: It is unacceptable to use, promote, or engage in any activities which are deemed criminal under federal, state, or local laws. This includes, but is not limited to copyright laws.

Vandalism: It is unacceptable use to alter, harm or destroy the hardware, software, or data of another user or belonging to Central High School, the School District, or its staff, whether at Central or connected to the school or school district's technology from a remote site. This includes, but is not limited to the creation of or spreading of computer viruses.

Unauthorized access: It is unacceptable to use or attempt to access another's account, including the System's Administrators, without authorization.

Offensive or obscene materials: It is unacceptable use to send or receive any data which is offensive and/or obscene as defined by Central High School, or the School District of Philadelphia.

Immoral or Unethical Activity – It is improper and unacceptable to engage in any immoral or unethical behavior whether it be defamatory/plagiarism/or harmful to others.

Private gain: It is unacceptable to use any facility or data belonging to Central High School or the School District for private or financial gain.

It is important for all Parents to understand that, while Central staff will make its best efforts to supervise use of this technology, it is impossible to guarantee that abuses will not occur. Using the school's facilities and capabilities requires parents and students to be responsible for acceptable use and accountable for violations.

ACCEPTABLE USE OF ELECTRONIC DEVICES POLICY

Purpose: The purpose of the acceptable use policy is to ensure that student use of all electronic devices 1) supports Central High School's research and educational goals, 2) does not interfere with the learning process or create a dangerous situation for students or staff, and 3) protects student and staff privacy. This acceptable use policy clearly defines examples of acceptable use as well as the privileges and responsibilities of students to ensure that Central's network and technology is used appropriately. Students will be granted the privilege to use their electronic devices in certain areas of the building detailed below.

Examples of acceptable use: Students may use their electronic devices in the main hallway and the cafeteria during their lunch period, and during the passing of classes. The use of electronic devices must not interfere with the learning process or create a dangerous situation. Cellphones must be away during fire drills, shelter in place, and lockdowns.

Students **may not** use their electronic devices to make phone calls in any hallway, or use them in classroom halls or stairwells. Cellphones may be used silently in the library for educational purposes only.

This policy does not override existing policies requiring all students 1) to go to an office (ie the main office) and ask for permission to use the phone, 2) to report to the nurse's office in case of sickness and allow the nurse to inform parents, and 3) to follow school protocol for emergency/early dismissal.

Privacy: In order to protect the privacy of all staff and students and maintain a safe learning environment, students may not take pictures, videos or audio recordings without the explicit consent of all parties involved. Students listening to music must use ear buds to ensure that those around them cannot hear it.

Enforcement: The primary use of electronic devices at CHS is intended for educational activities. They cannot be used for purposes that are illegal, unethical, immoral, or unsafe. Students identifying themselves as members of the CHS community must not tarnish the reputation of CHS, jeopardize the safety, order and discipline, or social cohesion of the community, and must not serve as a negative influence on the school or on other students. Cyber-bullying will not be tolerated, either in or outside of school. Consequences for cyber-bullying, harassment, or intimidation will be severe. In addition, students who use their devices in a way that violates this policy will be subject to disciplinary action including but not limited to device confiscation by any staff member, restriction from school network and other consequences at the discretion of the school. Any confiscated cellphone that is brought to the Discipline Office will NOT be returned until a parent comes in.

LOCKERS

Every student is issued a locker in which to deposit outer clothing, books and personal items. No decorations are permitted on the outside of the locker door. We recommend that you invest in a strong, high quality lock to keep personal items safe. The School District has the right to inspect lockers at any time to protect the health, safety and welfare of the school community. Neither the School District nor Central High School is responsible if items become missing from a student locker. Each student needs an additional lock to put on/take off the gym locker during the physical education period. Students should lock their lockers and not share the combination or the locker with anyone. Students are responsible for all contents within the locker.

TRIPS

It is the students' responsibility to make arrangements with the teachers to be excused from their classes. They are to notify proper staff the day prior to the trip. Students are also responsible for bringing in a signed note from parents or guardian granting permission for the trip. A student who is suspended from school may not participate in a school trip. Trips are not a right, but a privilege. No private trips are permissible. No student may utilize his/her own automobile to go on a trip which is school sponsored. Each may only attend via approved transportation.

VISITORS

This term includes all who are not employees, volunteers or students at Central High School. Relatives, etc., are not permitted to visit the school without special prior permission from one of the Assistant Principals. Permission should be obtained in advance. No visitor may remain without permission of an administrator. Each visitor is required to go through the scanning system, produce picture ID, and obtain a pass at the security desk and report directly to the main office.

TRANSPASSES

In order to be eligible to receive a transpass the School District's Department of Transportation determines criteria guidelines. During the 2016-2017 school year students who live more than 1 ½ miles away from the school will receive a free transpass. The day for distribution is Friday. Tokens and transpasses are not available for sale.

Daily Bulletin

Students are urged to pay close attention to all daily bulletin announcements pertaining to competitive essays and contests. The daily bulletin is also "posted" each day on our website. Many Central students win highly competitive and financially generous awards as a result of paying attention and entering these competitions. Everything is announced or posted. Please pay attention.

Clubs and Organizations

All clubs at Central are open to all students. Meeting announcements are placed in the daily bulletin and on notices in the hallways. Interested students should attend the first meeting of a given club. Students can work through the Student Association to create new clubs if the interest is shared and to see the current list of established clubs.

Complete interscholastic and intramural extra- curricular athletic programs are available for all students through the Physical Education Office.

A complete vocal and instrumental music program is available through the Music Department.

Athletics

The Athletic Department at Central offers a full program including Varsity and Junior Varsity teams for male and female students. Announcements of organizational meetings and tryouts are in the daily bulletin and on signs in the hallways. Interested students should speak to the coaches and attend the first meeting.

Class Dues

Classes are organized with a commitment and expectation that each student pays class dues. Class dues begin in 10th grade. An annotated explanation of the dues structure is given to the student to bring home.

Lost Textbooks and Instructional Materials

The student is responsible for any school property that has been distributed throughout the school year. The student must reimburse the school for the cash value of the item if it is lost or damaged.

Health Room Policies

The school nurses are responsible for maintaining the health of the students at Central HS through developing accommodations for, and supporting students with chronic and acute health problems; conducting health screenings on each student, ensuring that each student is under the care of a primary care provider and dentist, and caring for students who develop an illness or sustain an injury during school hours.

Communication and coordination with parents of students with chronic or acute health problems is key to successfully caring for your child. Provision of health forms is the first line of communication and keeps us well informed about your child's health. We are always available by phone or email. We look forward to working with you to keep your child healthy, happy and in school!

Pennsylvania law requires that students attending school in the state be immunized and receive periodic medical examinations. Payment

for these is the responsibility of the parent/guardian. Immunizations are required for school attendance.

In order to accomplish all of our goals, the school nurses will adhere to the following schedule:

*The school nurse will respond to emergencies at any time as they occur.

8am-8:30am:	Issuance of elevator passes and communicating accommodations to necessary teachers and staff for students who arrive at school with a recent orthopedic injury.
8:30am-11am:	Health Screenings, Development of 504 Service agreements, Management of Homebound and Case Management
11am-12pm:	Nursing care of students who become ill or sustain minor injuries during school hours.
12pm-1pm:	Lunch and Documentation
1pm-2pm :	Nursing care of students who become ill or sustain minor injuries during school hours.
2pm-3:04pm:	Case management, Development of 504 Service Agreements, Management of Homebound, and Documentation

Students must have a hall pass signed by their teacher to see the school school.

Policies:

1. Do not send your child to school to be evaluated for acute illness or injury. If your child is sick or injured before school, keep them home until they feel better and consult their primary care provider.
2. Students must remain home for 24 hours after experiencing fever or vomiting.
3. Elevator passes and gym excuse notes are issued upon receipt of a physician note.
4. If your child has been ill or injured, to the extent that they require a physician's care, they will need clearance from that physician to return to school.
5. Students who are sick or injured at school, must be picked up by a parent, or parent designee as indicated on the emergency contact form (EH-4). Please add people to this form who are available and

physically able to pick up your child during the school day. Any person picking up a student must show ID.

Homebound Instruction

The Homebound Instructional Program is planned to meet the needs of pupils who, because of temporary or permanent medical conditions, are unable to attend regular school. Application may be made for pupils who will be absent for four weeks or longer. Please call the school nurse to request the required forms. A Physician's Certification Form, including a complete diagnosis signed by the physician, must be returned to the nurse and approved by the School District physician before Homebound Instruction can begin.

CENTRAL HIGH SCHOOL HOME & SCHOOL ASSOCIATION

All parents and staff should join the Central High School Home & School Association. This organization works diligently and effectively for every student in the school. The benefits to be derived from membership are innumerable. Officers for the year 2017-2018.

President	Laura Buonomo
Fund Raising Co-Vice Pres.	Tani Bertolino & Carmen Hayman
Hospitality Vice Presidents	Maria Holahan
Events & Volunteer Vice Pres.	Lynne Hopper
Membership Vice President	Leslie Klinefelter
Technology Vice President	Michael Hoffberg
Campus Environ. Vice-Pres.	Jeanne Ortiz
Secretary	Tyra Duhan
Treasurer	Maureen DiStefano
277 Representative	Debra Holland
278 Representative	Jenny Yu
279 Representative	Keir Gray
280 Class Representative	To Be Determined

Meetings - Home & School Association

Wednesday	October 11, 2017
Wednesday	November 8, 2017
Wednesday	December 13, 2017
Wednesday	January 10, 2018
Wednesday	February TBD 2018
Wednesday	March 14, 2018
Wednesday	April 11, 2018
Wednesday	May 9, 2018

General membership meetings will begin at 6:30 P.M.

Back to School Night: 9/14/17. During Back to School Night parents are invited to come to school and follow their children's rosters. Periods will be fifteen minutes long for each teacher to discuss curricular expectations, marking system, homework policies, rules and regulations, etc. Back to School Night affords parents an opportunity to determine what will be taught, how it will be taught, and how they can assist in maximizing achievement. It also fulfills a portion of the NCLB/Title I School-Parent Compact requirements.

More information can be obtained on the Home and School link on Central's Website at **centralhigh.net**.

COMMUNICATION

It is mandatory that all parents register at signup.philasd.org for District announcements and updates.

No phone messages will be given to any student regardless of the emergency. Please also be aware that the school has its own "Home Page" on the internet. The address is "**centralhigh.net**" Please "access" it on a regular basis, as we will utilize it as our main means of communication with the home.

Parents are an integral part of the instructional process of the Philadelphia School District.

- Parents want the best for their children
- Parents are primary stakeholders in the education of their children
- Parents can contribute meaningfully to the learning process by:
 - encouraging daily attendance and punctuality,
 - monitoring homework,
 - fostering positive attitudes about school,
 - creating and supporting proper study habits, time, and space for children,
 - understanding that school is the priority during a child's four years at Central,
 - assisting in helping the student to understand the importance of the Keystone Assessment, PSAT, SAT, AP, IB, and other standardized assessments.
 - questioning anything that is not clear and which raises concerns
 - Communicating with the school if questions exist.

The administration and faculty of Central High School encourage and welcome parental involvement in all aspects of the school.

- Parents should frequently check on the EdLine System, report cards and periodically "touch base" with the teacher in order to become involved in all aspects of the educational program.
- Parents should know what courses their child is taking, who the teachers are, and how well their child is doing.

- Attending Back to School Night and all Parent/Teacher Conferences
- Communicating on a regular basis with all teachers
- Because your child is of high school age, you are not finished. Maximizing any child's positive accomplishments means that parents must care, be involved, and allow their children the time and space to learn.
- We encourage your participation in The Home & School Association and other venues, which are integral parts of the decision-making process. Participation, involvement and knowledge are all keys to helping young people to do their best.

Pick-Up and Drop-off

Parents who drive their children to school **must** drop off and pick up at the base of the driveway on Olney Avenue and **NOT** enter the parking lot.

Parent Visitation

You should plan to attend every parent-teacher conference. It is important that you come to school to get to know the staff and Central's programs and opportunities. It is equally important to come when a student progresses well. Too often, parents limit contact to corrective action; positive comments passed on to you about your child can be valuable and welcome.

Student Adjustment/Academic Difficulty

If you see evidence of a change in behavior, mood, dress, and/or friends, your child might be having problems in school. Talk to your child to determine if there is a problem. You certainly may also request information from the teacher and/or the counselor.

The following are steps you should take in remediating academic difficulty:

- Make arrangements to speak with the teacher via phone or e-mail.
- Send a note to the teacher requesting a conference. E-Mail addresses are posted on the school website. Parents and teachers are encouraged to communicate electronically. If a difficulty emerges, contact the Department Chair or/and an Assistant Principal.
- Include home and work numbers and hours when you can be reached.
- Establish a place and time for study.
- Encourage your child to obtain a telephone number from a student in each class. Contact can then be made when work is missed or when there is need for clarification.
- Follow up by calling the teacher or counselor in order to monitor progress. You may consult the counselor for assistance at any point in the process.
- Call the Home & School Grade Representative at any point in the process.
- Make sure you attend all report card conferences.
- Make sure that your child is in school every day, on time, ready for work

Emergency Contact Information

It is important to fill in the “Emergency Contact” form each year. It is crucial that the school has accurate information from parents and guardians for both home and work as well as one additional person to contact if necessary.

We consider this handbook to be an ever-evolving source of information. We realize that it is not comprehensive. Call us with additional questions or missing items so that they may be added next year. We hope that you have found the Central Parent Handbook helpful. Good luck.

Mr. Timothy J. McKenna, President

Ms. Theresa Harrington, Assistant Principal

Ms. Tracy Scott, Assistant Principal

Ms. Nicole VanBuskirk, Assistant Principal

In closing, this booklet is for you. It is a compendium of useful and necessary information. You are expected to be familiar with everything in it. We are here to help you and if you don’t know or are unclear, please ask. Please read, and reread, this booklet thoroughly. The information is comprehensive and important. At times some of the information may seem repetitive. We have addressed many issues in both the Student and Parent sections for both emphasis and significance.

We are educating each student to become an intellectual leader who will set an outstanding example of ethical and effective citizenship. We expect each student to model his or her behavior according to the highest ideals of our school and our civilization.

It is important to recognize that attendance and performance at Central may create pressures of a different kind in the home neighborhood. Some persons may be jealous of academic accomplishment and may try to negatively influence your goal of maximizing your gifts. This must be resisted and recognized for its pettiness. We and your parents expect the best at all times.

One major ideal that must be respected is full acceptance and equal treatment of all people without regard to race, ethnicity, religion, sex, age, sexual orientation, or economic class. Individual differences in intellectual, physical, or artistic talent and attainment are legitimate grounds for choices, but they are not grounds for disregarding another individual’s inherent worth as a human being.

Our guidelines are specific Central rules for civilized conduct, and they should be followed by each student whether other individual students follow them or not. They should be followed, not just at Central but everywhere. Good luck.

Timothy J. McKenna, President

THE SCHOOL SONG

“CENTRAL HIGH”

Let others sing of college days
Their Alma Mater true,
But when we raise our voices
Tis only, High, for you.
We'll ne'er forget those days gone by
Those glorious days of old,
When oft we sang the praises
Of the Crimson and the Gold.

CHORUS

Dear High, dear Central High,
Thy mem'ries never die,
Thy honor we'll cherish
And laud it to the sky.
On ball-field or in life,
In peace or deadly strife,
For thee we all will labor,
For thee, oh! dear old High.

And when at last we leave behind
Thy shelt' ring portals wide,
Thy mem'ries still we'll cherish
What e'er may us betide.
And when we congregate again,
With tuneful voice and strong,
With joyful hearts once more we'll sing
That same old glorious song. --- Chorus

**THE SCHOOL DISTRICT OF PHILADELPHIA
SCHOOL REFORM COMMISSION**

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President, Central High School

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