

Kensington Creative & Performing Arts High School



Student-Parent Handbook

2020-2021

Dr. William Hite, Jr.
Superintendent of Schools

Dr. Evelyn Nuñez
Chief of Schools

Dr. Malika Savoy-Brooks
Chief Academic Officer

Dr. Ryan Scallon
Assistant Superintendent, Network 4

Patricia M. McDermott-Fair
Principal

Cynthia Cruz-Vega
Assistant Principal

Timothy Patton
Climate Manager

KCAPA High School: “ School Song”:

The School's song lyrics are:

Black and Gold we hail thee

Glories to be won

Life is all before us

The race is still to run,

We'll look up not downward

We'll look out not in

True to our ideal thou will help us win

Hail to the Kensington CAPA

Hail to her colors bold

Hail to the hearts that love her

Hail to Black and Gold

Black and Gold we hail thee

Glories to be won

Life is all before us

The race is still to run

We'll look up not downward

We'll look out not in

True to our ideal thou will help us win!



KCAPA PROUD



Vision

The Kensington Creative and Performing Arts High School's vision is for every student to be challenged to his or her fullest potential by requiring them to engage in higher order, analytical and critical thinking skills daily to solve complex problems academically and socially in their pursuit of becoming productive citizens.

Mission

The mission of Kensington Creative & Performing Arts High School is to provide our students with a rigorous academic program and comprehensive educational experience in a safe, supportive learning environment, which will prepare them for post-secondary studies, careers, and opportunities in the academic and expressive arts fields.

[TABLE OF CONTENTS](#)

[ADMINISTRATIVE TEAM](#)

[INSTRUCTIONAL LEADERSHIP TEAM](#)

[KCAPA VISION AND MISSION](#)

[Vision](#)

[Mission](#)



KCAPA PROUD



[2020-2021 BELL SCHEDULE](#)

[ACADEMIC CALENDAR 2019-2020](#)

[ACADEMIC MISSION](#)

[ADVISORY](#)

[ANNOUNCEMENTS](#)

[ATHLETICS](#)

[ATTENDANCE AND TRUANCY](#)

[BATHROOM POLICIES](#)

[CAFETERIA POLICIES](#)

[CODE OF STUDENT CONDUCT](#)

[COUNSELING AND GUIDANCE SERVICES](#)

[DETENTION](#)

[DRUG AND ALCOHOL POLICY](#)

[EARLY DISMISSAL/DELAYED ARRIVALS](#)

[ELECTRONICS POLICY](#)

[EMERGENCY CLOSING OF SCHOOL](#)

[ENTRANCE \(STUDENTS AND VISITORS\)](#)

[EVACUATION DRILLS AND EMERGENCIES](#)

[FKD 3](#)

[FOOD SERVICES](#)

[G.E.A.R UP](#)

[GRADE or CLASS STANDING](#)

[GRADE POINT AVERAGE \(GPA\) CALCULATION](#)



KCAPA PROUD



[GRADING POLICY](#)

[GRADING SCALE](#)

[A grade of Incomplete \(I\) can be given in the following situations:](#)

[Incomplete grades must be corrected prior to the close of the next term grading window or the grade will convert to a 50.](#)

[A grade of "Incomplete" cannot be given during the final term of a course.](#)

[GRADUATION REQUIREMENTS \(2019\)](#)

[They must be earned as follows:](#)

[HALL PASS POLICY](#)

[HEALTH SERVICES](#)

[HONOR ROLL](#)

[INSURANCE \(STUDENT ACCIDENT INSURANCE\)](#)

[LOST AND FOUND](#)

[MENTALLY GIFTED ENRICHMENT PROGRAM](#)

[MTSS \(MULTI-TIERED SYSTEM OF SUPPORTS](#)

[NATIONAL HONOR SOCIETY \(NHS\)](#)

[OUT OF SCHOOL SUSPENSION](#)

[OUTERWEAR AND SPORTS EQUIPMENT](#)

[PHYSICAL EDUCATION REQUIREMENTS](#)

[PUBLIC TRANSPORTATION](#)

[REFLECTION ROOM](#)

[SCHOOL PROPERTY](#)

[SCHOOL SUPPLIES](#)

[SMOKING POLICY](#)



KCAPA PROUD



[SOCIAL ACTIVITIES](#)

[STUDENT DRIVERS](#)

[STUDENT INFORMATION SYSTEM \(SIS\) Formerly Studentnet/Parentnet](#)

[STUDENT GOVERNMENT ASSOCIATION \(SGA\)](#)

[TEEN PARENT CENTER-ELECT](#)

[TITLE 1](#)

[TRANSPASSES](#)

[UNIFORM POLICY](#)

[VISITORS' PROTOCOL, RELEASE OF STUDENTS, AND STUDENT INFORMATION](#)

[YELLOW BUS TRANSPORTATION](#)

[SCHOOL-PARENT COMPACT](#)



KCAPA PROUD



KCAPA VISION AND MISSION

Vision

The Kensington Creative and Performing Arts High School's vision is for every student to be challenged to his or her fullest potential by requiring them to engage in higher order, analytical and critical thinking skills daily to solve complex problems academically and socially in their pursuit of becoming productive citizens.

Mission

The mission of Kensington Creative & Performing Arts High School is to provide our students with a rigorous academic program and comprehensive educational experience in a safe, supportive learning environment, which will prepare them for post-secondary studies, careers, and opportunities in the academic and expressive arts fields.



KCAPA PROUD



2020-2021 BELL SCHEDULES



100% Digital Bell Schedule

2nd Lunch			3rd Lunch			4th Lunch			Split Lunch		
Period	Start	End	Period	Start	End	Period	Start	End	Period	Start	End
ADV	8:00	8:30	ADV	8:00	8:30	ADV	8:00	8:30	ADV	8:00	8:30
1a/1b	8:40	10:00	1a/1b	8:40	10:00	1a/1b	8:40	10:00	1a/1b	8:40	10:00
LUNCH 2	10:10	10:40	2	10:10	11:30	2	10:10	11:30	2	10:10	11:30
2/3-3	10:40	12:00	LUNCH 3	11:40	12:10	3-3/4	11:40	1:00	3/4	11:40	12:20
3/4-4	12:10	1:30	3/4-4	12:10	1:30	LUNCH 4	1:10	1:40	SPLIT LUNCH	12:20	12:50
4/5-5	1:40	3:04	4/5-5	1:40	3:04	4/5-5	1:40	3:04	3/4	12:50	1:30
									5	1:40	3:04



KCAPA PROUD



Flex Friday Schedule

2nd Lunch			3rd Lunch			4th Lunch			Split Lunch		
Period	Start	End	Period	Start	End	Period	Start	End	Period	Start	End
ADV	8:00	8:30	ADV	8:00	8:30	ADV	8:00	8:30	ADV	8:00	8:30
1a/1b	8:40	9:15	1a/1b	8:40	9:15	1a/1b	8:40	9:15	1a/1b	8:40	9:15
LUNCH 2	9:25	9:55	2	9:25	10:00	2	9:25	10:00	2	9:25	10:00
2/3-3	9:55	10:30	LUNCH 3	10:00	10:30	3-3/4	10:10	10:45	3/4	10:10	10:30
3/4-4	10:40	11:15	3/4-4	10:40	11:15	LUNCH 4	10:55	11:25	SPLIT LUNCH	10:30	11:00
4/5-5	11:25	12:00	4/5-5	11:25	12:00	4/5-5	11:25	12:00	3/4	11:00	11:15
1a/1b-Async.	12:05	12:45	1a/1b-Async.	12:05	12:45	1a/1b-Async.	12:05	12:45	5	11:25	12:00
2/3-Async.	12:50	1:30	2/-Async.	12:50	1:30	2-Async.	12:50	1:30	1a/1b-Async.	12:05	12:45
3/4-4-Async.	1:35	2:15	3/4-4-Async.	1:35	2:15	3-3/4-Async.	1:35	2:15	2-Async.	12:50	1:30
4/5-5-Async.	2:20	3:00	4/5-5-Async.	2:20	3:00	4/5-5-Async.	2:20	3:00	3/4Async.	1:35	2:15
									5-Async.	2:20	3:00

Half Day Schedule (100% Virtual)

2nd Lunch			3rd Lunch			4th Lunch			Split Lunch		
Period	Start	End	Period	Start	End	Period	Start	End	Period	Start	End
ADV	8:00	8:30	ADV	8:00	8:30	ADV	8:00	8:30	ADV	8:00	8:30
1a/1b	8:40	9:15	1a/1b	8:40	9:15	1a/1b	8:40	9:15	1a/1b	8:40	9:15
LUNCH 2	9:25	9:55	2	9:25	10:00	2	9:25	10:00	2	9:25	10:00
2/3-3	9:55	10:30	LUNCH 3	10:00	10:30	3-3/4	10:10	10:45	3/4	10:10	10:30
3/4-4	10:40	11:15	3/4-4	10:40	11:15	LUNCH 4	10:55	11:25	SPLIT LUNCH	10:40	11:10
4/5-5	11:25	12:00	4/5-5	11:25	12:00	4/5-5	11:25	12:00	3/4	11:10	11:25
									5	11:25	12:00



KCAPA PROUD



ACADEMIC CALENDAR 2020-2021



Important Dates

Red; Items due; Green; Meetings/Professional Development; Purple; New Items to List

- 9.28.2020 Yom Kippur; Schools Closed and Administrative Offices Closed
- 10.16.2020 Professional Development Half Day; 3 Hour Early Dismissal
- 10.19.2020 Interim Reports
- 10.20.2020 Interim Reports
- 10.21.2020 Interim Reports
- 10.28.2020 Chief of Schools School Operations Principal's Advisory Board Meeting
- 10.30.2020 2020-2021 School Year Opening (In-Person) Plan due
RISE (Rewrite; Inspire; Strengthen; Engage) Virtual Youth Summit; 10:00 am-12:00 pm
Information forthcoming
- 11.3.2020 Election Day; Schools Closed for Staff & Students
- 11.11.2020 Veterans' Day; Schools Closed and Administrative Offices Closed
- 11.23.2020 Report card conferences (Elementary)
- 11.24.2020 Report card conferences
- 11.25.2020 Report card conferences
Chief of Schools School Operations Principal's Advisory Board Meeting
- 11.26.2020 Thanksgiving Holiday; Schools Closed and Administrative Offices Closed
- 11.27.2020 Thanksgiving Holiday; Schools Closed and Administrative Offices Closed
- 12.11.2020 Professional Development Half Day; 3 Hour Early Dismissal
- 12.21.2020 Interim Reports
- 12.22.2020 Interim Reports
- 12.23.2020 Interim Reports
- 12.24.2020 Winter Recess; Schools Closed
- 12.25.2020 Winter Recess; Schools Closed and Administrative Offices Closed
- 12.28.2020 Winter Recess; Schools Closed
- 12.29.2020 Winter Recess; Schools Closed
- 12.30.2020 Winter Recess; Schools Closed
- 12.31.2020 Winter Recess; Schools Closed
- 1.1.2021 New Year's Day; Schools Closed and Administrative Offices Closed



KCAPA PROUD



- 1.15.2021 Professional Development Half Day; 3 Hour Early Dismissal
- 1.18.2021 Dr. Martin Luther King Day; Schools Closed and Administrative Offices Closed
- 1.21.2021 Kindergarten Registration begins
- 1.27.2021 Chief of Schools School Operations Principal's Advisory Board Meeting
- 2.3.2021 Report Card Conferences (Elementary)
- 2.4.2021 Report Card Conferences
- 2.5.2021 Report Card Conferences
- 2.12.2021 Lunar New Year, Professional Development Half Day; 3 Hour Early Dismissal
- 2.15.2021 Presidents' Day; Schools Closed and Administrative Offices Closed
- 2.24.2021 Chief of Schools School Operations Principal's Advisory Board Meeting
- 3.1.2021 Interim Reports
- 3.2.2021 Interim Reports
Kindergarten Open House
- 3.3.2021 Interim Reports
- 3.24.2021 Chief of Schools School Operations Principal's Advisory Board Meeting
- 3.26.2021 Professional Development Half Day; 3 Hour Early Dismissal
- 3.29.2021 Spring Recess; Schools Closed
- 3.30.2021 Spring Recess; Schools Closed
- 3.31.2021 Spring Recess; Schools Closed
- 4.1.2021 Spring Recess; Schools Closed
- 4.2.2021 Good Friday; Schools Closed and Administrative Offices Closed
- 4.7.2021 Report Card Conferences (Elementary)
- 4.8.2021 Report Card Conferences
- 4.9.2021 Report Card Conferences
- 4.20.2021 Lindback Award for Distinguished Principals Ceremony
- 4.28.2021 Chief of Schools School Operations Principal's Advisory Board Meeting
- 5.4.2021 Election Day (tentative); Schools Closed for Staff & Students
- 5.13.2021 Eid-al-Fitr; Schools Closed
- 5.18.2021 Lindback Award for Distinguished Teachers Ceremony
- 5.26.2021 Chief of Schools School Operations Principal's Advisory Board Meeting
- 5.28.2021 Professional Development Half Day; 3 Hour Early Dismissal
- 5.31.2021 Memorial Day; Schools Closed and Administrative Offices Closed
- 6.9-11.2021 Graduation Window
- 6.11.2021 Last Day for Students
- 6.14.2021 Last Day for Staff/ Full Day Professional Development
- 6.18.2021 Juneteenth (observed); Schools Closed and Administrative Offices Closed



KCAPA PROUD



IMPORTANT REMINDER

Parents/Guardians, PLEASE DO NOT CALL/TEXT STUDENTS DURING INSTRUCTIONAL HOURS. Our Goal at Kensington Creative and Performing Arts High School is to decrease all outside distractions so your child can maximize instructional time. If there is a true emergency and you need to reach your child, please call the school at 215-400-7400

ADDRESSES AND TELEPHONE NUMBERS

Students must have current information on file in the Student Information System (SIS). This includes the correct spelling of the name, current address, home phone, parents' or guardians' names, parents' work phones and emergency contact name and phone number. It is the family's responsibility to inform the nurse, counselor or the attendance secretary in the main office of all changes as soon as they occur.

Parental or guardian contact and emergency telephone information is **extremely important for each student's well-being, especially for unexpected medical emergencies**. A medical emergency could be life-threatening.

ACADEMIC MISSION

The focus at KCAPA HS is student learning, the basis for future success. Therefore, students must be in class on time, participate actively as responsible learners and complete all assigned work. For each subject, teachers will issue a written syllabus explaining goals, expectations, activities, requirements, assessment methods and grading policies. Students and parents with questions and concerns regarding academic expectations should call the main office to schedule an appointment to discuss them with the individual teacher. Administrators, Counselors, and Deans are also available to address these issues. Students experiencing barriers to the educational process may get assistance through the Multi-Tiered System of Support (MTSS) process. Individual teachers for students who are not making academic progress in specific subjects initiate this process.

ADVISORY

Attending Advisory is mandatory- This year a number of activities will be handled ONLY through Advisory. ***Students who do not attend advisory but appear in other classes will be reported as cutting school for the day unless they obtain a late slip. Repeated cutting will result in disciplinary consequences.*** Chronic absence will be referred for the appropriate action. School District policy does not allow students to make up work missed due to truancy. Make-up work for an excused absence should be completed within three (3) school days after



KCAPA PROUD



the absence. It is important that you use the Student Information System (SIS) and **StudentNet** to check your attendance for accuracy.

ANNOUNCEMENTS

Announcements are made daily (when in the building) in the morning during advisory and again at the end of the day just prior to dismissal. All students are expected to stop what they are doing anytime the Public Address (PA) System sounds as it is only utilized to share important and timely information, including lockdowns and shelter-in-place emergency transmissions.

ATHLETICS

Kensington CAPA High School offers a range of varsity and junior varsity sports teams for both girls and boys. Please contact Athletic Director Mr. Issacs, if you're interested in participating in the 2020-2021 athletic seasons. Students must understand extracurricular activities are a privilege and that any time the student does not meet grade requirements or the student code of conduct requirements. Students who receive more than 5 disciplinary actions will be removed from all teams. Students who are absent for more than half of the day or suspended may not participate in a sporting event.

ATTENDANCE AND TRUANCY

Research has shown that students who miss more than two school days in September are more likely to be chronically absent throughout the school year. In addition, chronic absence is one of the leading indicators that a student will drop out of high school. As such, Kensington CAPA High School, makes student attendance a priority. Specifically, it is the school's goal that all students attend school at least 95% of school days or more. In order to reach this mark, students can have no more than 9 absences over the course of the year. A copy of the School District of Philadelphia's Attendance policy can be found by clicking [here](#).

Parents *must submit* an absence note to the school *within three days* of the child's unexcused absence. Please click [here](#) for a link to the absence note template. For your convenience, absence notes may be delivered to the Welcome Center or to the Main Office. After 3 days, the School Principal/Designee will make a determination if the note will be accepted.

Pursuant to SDP's attendance policy, all illnesses resulting in a total of 3 or more consecutive days absent require a doctor's note. For absences due to illness that do not total 3 consecutive days, parents may submit a note stating the illness. When a student has been absent due to illness and excused with a parent note more than 8 times (cumulative), a doctor's note must be provided to the school to excuse the 9th or more absence due to illness.



KCAPA PROUD



Any student coming to school at 10:00 AM or after and/or leaving school at 1:00 PM or before without an excuse note pursuant to the SDP attendance policy may be coded as half day unexcused. Two half day unexcused absences will add up to 1 full day of an unexcused absence.

BATHROOM POLICIES

- Students ***must*** have a designated bathroom pass to use the restroom.
- Students ***must*** sign out in the sign out on the Classroom Sign-Out Log
- Students are ***not*** permitted to use the bathroom during the first & last 10 minutes of class.
- Only ***one*** student is permitted to leave the classroom at a time to use the restroom.
- Bathroom usage during transitions is ***PROHIBITED*** and all restrooms will be locked during transitions.

CAFETERIA POLICIES

The cafeteria is a designated place for students to eat lunch, engage in positive social conversation, and prepare for the next class.

- Students may use the cafeteria only during their scheduled lunch periods. Eating takes place in the lunchroom
- only. In order to make the cafeteria and other areas orderly, clean and attractive, all students are expected to wait
- their turn in the food line in an orderly fashion, keep the table areas and floor areas clean, sit only on the chairs, not
- the tables, place all trash in the proper receptacles which have been placed throughout the lunchroom, leave the area
- clean for others to use, use good table and eating manners, and follow directions from staff members manning the cafeteria.
- Violation of the cafeteria policy will result in disciplinary action.
- Students may not leave the cafeteria unless they have an appointment AND a hall pass from that staff member.
- Students will be able to make purchases from the School Store during their lunch periods only.
- Students will be permitted to use the bathrooms at this time.
- Bathrooms will close 10 minutes prior to dismissal from the cafeteria.
- The Courtyard is available for students weather permitting as long as staffing is available.
- The Climate Team will dismiss students. ***ALL*** students will exit the cafeteria and take the following routes:
 - Students going to the second floor will go down the CTE wing and up Stairwell 3



KCAPA PROUD



CODE OF STUDENT CONDUCT

Kensington CAPA High School staff are responsible to work with all school community members in implementing the School District of Philadelphia's [2020-2021 Student Code of Conduct](#) (click on link for the document). The Spanish version can be found by clicking this [link](#) (2020-2021 coming soon!). The Code of Conduct includes all expectations, policies and procedures for student behavior.

COUNSELING SERVICES

The comprehensive school counseling program of Kensington C.A.P.A. is an essential piece in the education of our students. Our duties are driven by the needs of all students in the building. We address the ways in which students need support academically, behaviorally emotionally, and socially while specifically assisting them in developing a better understanding and acceptance of self. As a counseling program, we guide students in their vision of developing an enhanced understanding of their strengths, interests, values, and aptitudes, while developing their self-worth, as a unique piece of our school's community.

We encourage students to work and explore ways both inside and outside of the school's community, in which they could experience continued growth personally and academically. The counseling program takes an interest in assisting students in their development of decision making and problem solving skills while also helping them recognize their responsibility and role in their own success. Our efforts are collaborative whereas we involve the school's community, the family, and community partners while operating in alignment of the Philadelphia School District's goals and expectations in the development of students who want to achieve and succeed in their educational paths.

DETENTION

At KCAPA, we are committed to building student mindset by creating a progressive school culture, modeling restorative practices, teaching social and emotional programming, and utilizing support systems to teach students how to act responsibly and make good decisions. Detentions will serve as a logical consequence for students to reflect on poor choices, complete restorative practice assignments, and share best practices with peers. Detentions are held after school from 3:05 PM - 3:35 PM in the classroom of the teacher issuing the detention. Please note that ***ALL*** KCAPA Faculty and Staff members can assign a student a detention. Parental contact **MUST** be made for all assigned detentions. Students who fail to report to Detention will be subjected to additional disciplinary action.



KCAPA PROUD



DRUG AND ALCOHOL POLICY

Students in possession of, or under the influence of drugs or alcohol will be subject to prosecution under the law and disciplinary action, as defined by the Philadelphia School District Code of Student Conduct. Violators will also be referred to the appropriate counselor to begin Tier II MTSS. Students will be referred to an appropriate treatment program for help as a result of the Tier II meeting.

EARLY DISMISSAL/DELAYED ARRIVALS

1. Students are expected to remain in school for the entire scheduled school day.
2. All medical appointments should NOT be scheduled during school hours but after school
3. Students who request frequent early dismissals may place themselves in academic jeopardy
4. Any parent or guardian requesting an early dismissal for a KCAPA HS student must pick the student up, be listed on the Student Information System, and display proper identification.
5. Delayed arrival requires students to have an official note that can be verified (Doctor's, Dentist, or parent/guardian)
6. Students must arrive no later than 10:00AM or student will be marked for a half day.

ELECTRONICS POLICY

Cell phone policy coming December 2020

EMERGENCY CLOSING OF SCHOOL

Weather-related school closings are announced over the radio and television news channels and are available on the district website. Parents should listen for this information both before and during school hours whenever severe weather conditions threaten the region. If, for any other emergency, school must be closed during the school day, the school administration will make the announcement. It is extremely important to have current, working parental/guardian telephone numbers so that our electronic telephone messenger may contact parents/guardians.

ENTRANCE (STUDENTS AND VISITORS)

All students are to enter the building **through the Student Entrance** (Front entrance near Berks Street) . The Main entrance on Front Street & Montgomery Ave. is the only entrance used by guests, visitors, and students coming to school or accompanied by a parent/guardian, and those students who arrive late. Any student entering



KCAPA PROUD



the building through any other entrance will be subjected to various natural consequences including arrest and/or suspension.

EVACUATION DRILLS AND EMERGENCIES

- Every room has a fire evacuation chart posted.
- The fire alarm system alerts students and staff.
- If an evacuation is necessary (with the exception of a fire drill), verbal instructions will be given over the public address system.
- In the event of a fire drill, students must obey their teachers' directions and proceed quickly and quietly to safety outside the building.
- After a fire drill or emergency, all students and staff will re-enter the building only after instructed to do so by the principal or his/her designee by sounding the school's bell system.
- **Any student setting off a false alarm on the fire alarm system or tampering with fire protection equipment will be arrested and suspended.**
- **Fire drills are conducted monthly. Shelter In Place Drills are conducted twice a year.**
- **Students may not leave the school grounds during a fire drill. During the Shelter in Place Drill, students will be directed to the inside shelter location. No one (including parents and/or visitors) will be permitted to enter or leave the building during these drills.**
- **A student who witnesses any such inappropriate behavior should go directly to a school police officer, dean, or a member of the administration.**

EXTRACURRICULAR ACTIVITIES

KCAPA offers a variety of extracurricular activities. All students and staff are encouraged to attend the many events scheduled at KCAPA and at other sites. Students are invited to participate in as many activities as their interests and time allow. Notices about programs appear in the daily bulletin. More information regarding extra-curricular activities may be found on the school website.

KCAPA PROUD

- **P**repared
- **R**espectful
- **O**n time
- **U**nited
- **D**etermined



KCAPA PROUD



These characteristics embody what we expect of all of our students in order to be successful in the school and global community. When students are displaying these three characteristics they are able to learn in a safe and productive environment.

FOOD SERVICES

Students will receive free lunch. Monthly menus are displayed in the cafeteria. Students must enter their ID numbers to receive lunch.

Breakfast and lunch is free for ALL students every day

1. Breakfast is available for all students from 7:30 a.m. until 7:55 a.m. daily. It is important for parents and students to know that extensive research has repeatedly shown that students who eat breakfast perform better in their classes than students who do not eat breakfast. Therefore, we encourage all students to eat breakfast at Kensington CAPA High School. Students are required to remove any and all trash they have generated. We expect students to respect the school environments, particularly the school lunchroom.
2. Students may use the lunchroom during their rostered lunch periods, ONLY. Lunch may be brought from home or purchased in the cafeteria. Both hot and cold lunches are available in the cafeteria. A weekly menu is available to help plan your choice of meals. **Students may not leave the school grounds to buy lunch and are not permitted outside during lunch unless in the courtyard and supervised. Students are not permitted to have food delivered to the school from an outside establishment. Disciplinary action will be taken against violators.**

G.E.A.R UP

(Gaining Early Awareness and Readiness for Undergraduate Programs)

This Kensington CAPA program is designed to increase the number of students who are prepared to enter and succeed in postsecondary education. **GEAR UP** provides early intervention services to high schools and is designed to increase college attendance and success and raise the expectations of students. The **GEAR UP** mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

GRADE or CLASS STANDING

Grade or Class standing is based on the amount of credits that a student has accumulated.

Freshman (9th Grade)- 0-4.5 Credits

Sophomore (10th Grade)-5-10.5 Credits

Junior (11th Grade)- 11-17 Credits

Senior (12th Grade)- 17.5 or more Credits



KCAPA PROUD



*Super Junior- Super Junior is a term given to students that are still considered Juniors based on credit attainment but that could possibly graduate at the end of that academic year if they successfully pass all of their currently rostered classes and take and pass credit recovery during the year.

GRADE POINT AVERAGE (GPA) CALCULATION

A new GPA calculation was phased in with the class of 2022. The following GPA rules apply to all students regardless of graduation year:

- Courses are assigned weights in the form of a multiplier based on their difficulty:
 - ❖ General courses =1.00 multiplier
 - ❖ Honors courses = 1.15 multiplier
 - ❖ AP, IB, and Dual-Enrollment =1.20 multiplier
- Courses that are retaken after being failed (Credit Recovery) are calculated into the GPA with a numeric score of 65/1.0 GPA points.

Students will be graded on report cards with the following scale:

A: 90 – 100	Advanced
B: 80 – 89	Proficient
C: 70 – 79	Basic
D: 60 – 69	Below basic
F: 50-59	Below Basic/Credits will not be earned.

Grades are not cumulative from one marking period to the next. Each of the four marking periods is averaged for a final grade at the end of the year. Students and parents will know the basis of each teacher’s marking system; there should be “no surprises” at report card time. Students should be encouraged to keep a record of his or her progress during the semester (in addition to the teacher’s grade book. **All teacher grade books will be updated every two weeks.**

GRADING POLICY

Teachers 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%



KCAPA PROUD



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 enter at least two grades per week.

For the official SDP Marking guidelines please click [here](#).

GRADING SCALE

The Alpha/Numerical Equivalency Chart below reflects the numerical mark assigned to each letter grade and applies to all subjects 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			

A grade of Incomplete (I) can be given in the following situations:

- Student was enrolled for less than 15 days during the term
- Student was on extended medical leave (nurse confirmation required)

Incomplete grades must be corrected prior to the close of the next term grading window or the grade will convert to a 50. A grade of “Incomplete” cannot be given during the final term of a course.

The final grade for a course will be automatically calculated as an average of all term grades. Students whose final average falls below a 60 will receive a failing grade on their report card and will not earn credit for the course.

GRADUATION REQUIREMENTS

A total of 23.5 credits are required for graduation:



KCAPA PROUD



They must be earned as follows:

- 4 credits in English
- 3 credits in Mathematics
- 3 credits in Science
- 4 credits in Social Studies (including one African American History)
- 2 credits in World language
- 2 credits in Arts/Humanities
- 1.5 credits Health (.5) & Physical Education (1)
- 4 credits in Electives
- Completion of Senior Project
- 1 additional credit in a Math/Science

In order for students to be eligible to participate in the Senior activities (Prom, Luncheon, trip, etc.) students may not have accrued any more than 9 absences, 9 incidents of lateness to school, or have been coded as cutting class more than 5 times. Students must pay senior dues.

HALL PASS POLICY

At Kensington CAPA HS, we believe that students must be in class to be successful. There are only two reasons why a student may leave class with a hall pass: bathroom visits, emergency visit to the nurse's office (i.e. sick, etc.). All other business (visiting coaches, turning in money or forms, picking up forms, turning in work to another teacher, visiting counselor, climate manager, or staff member) must be conducted outside of class time or you must email the person you are requesting to see. If your request is honored the staff member will come pick you up from class for the appointment. Students may not use or ask to use a hall pass and/or bathroom pass during the first and last 10 minutes of class and/or any instructional segment per the teacher's discretion.

PLEASE NOTE THAT :

- Students must also sign out on the Classroom Log Book
- Students who exceed 10-minutes in the bathroom will receive logical consequences.
- Students who abuse/overuse the bathroom and non-bathroom hall passes will receive logical consequences.
- Students must provide hall pass upon staff request when outside of their class.

HEALTH SERVICES

The nurse's main function is to carry out an extensive medical health program mandated by the School District, including vision and hearing tests, physical examinations and monitoring immunization programs, as well as maintenance of medical records. The nurse is responsible for giving first aid or emergency treatment. The nurse is not permitted to give medication for short-term illnesses. The nurse may provide emergency first aid only if a



KCAPA PROUD



a student becomes ill in school. It is the parent's responsibility to get the student from school and follow through with appropriate care at home. Do not send your student to school if he/she is ill. The nurse will not be able to meet

his/her medical needs. To arrange a visit or to discuss a health concern, please call 215-400-7400.

contacts in the SIS and with a valid photo ID will be able to take students out of school. In some situations, students are sent directly to the hospital by ambulance. Therefore, it is imperative that students supply their parents' home and work telephone numbers, as well as provide another emergency contact. Some health problems could be life-threatening. When parents and emergency contacts are not available, students will not be sent home. Students who must take a prescription will entrust the medication in its original container to a nurse and visit the Health Suite at the appropriate time(s) to take the medicine in the presence of a nurse.

HONOR ROLL

Distinguished Honors:

- All As in every subject

Meritorious Honors:

- All As & Bs in every subject

Honorable Mention:

- All As & Bs with the exception of one C

INSURANCE (STUDENT ACCIDENT INSURANCE)

Our PIAA waiver specifies that athletes must provide their own health insurance, and they therefore assume liability for normal play activities/injuries. In the event a catastrophic event takes place during practice/play resulting in a student's major injury, and is a result of some unfortunate negligence, the parent would then need to reach out to our Legal team for a response.

LOST AND FOUND

Please check with the School Police for lost items.

MTSS (MULTI-TIERED SYSTEM OF SUPPORTS)

MTSS is an early intervening support process where the goal is to improve student achievement using research-based interventions matched to the instructional need and level of the student. The core of MTSS is the premise that ALL children can learn. In Pennsylvania, MTSS carries dual meaning: first, it is a comprehensive, multi--tiered, standards-aligned strategy to enable early identification and intervention for students at academic



KCAPA PROUD



or behavioral risk. Second, MTSS is an alternative to the aptitude-achievement discrepancy model for the identification of students. This strategy allows education professionals to identify and address academic and behavioral difficulties prior to student failure. Monitoring student response to a series of increasingly intense interventions assists in guiding instruction to prevent academic failure and provides data that may guide eligibility decisions for learning disabilities.

In brief, MTSS/RtI is:

- A data-driven model to enable early identification and strategic interventions for students at academic or behavioral risk;
- A multi-level instructional framework aimed at improving instruction for ALL students; and,
- A shared and collaborative decision-making process among professional educators.

OUT OF SCHOOL SUSPENSION

Students on suspension are not permitted in the building or on school grounds. They may not participate in any school programs, athletic events, extracurricular activities or trips. **Students on suspension who are found on school grounds or in the school building and are not accompanied by a parent or guardian are subject to arrest for defiant trespassing.** Students must bring in their parents/guardians for meetings with the appropriate Climate Team Member. Only the documented parent/guardian can reinstate students, regardless of age. Students will not be reinstated without a parent.

OUTERWEAR AND SPORTS EQUIPMENT

Students are not to wear outerwear or carry sports equipment around with them inside KCAPA High School. Outerwear is defined as jackets or coats. KCAPA now offers many sweater and pull over options to keep students warm in and out of school. These are available for purchase at Flynn O’Hara and Cramer’s. Sports equipment ranges depending on the individual sport but may include balls, helmets, shoulder pads, cleats, etc. Students are all assigned lockers and should store their outerwear and any sports equipment in their lockers until the end of the day at dismissal. **Students using or wearing the above-listed items in the building must surrender the item on request to any staff member.** Students who choose to repeatedly violate this policy, will be subjected to logical consequences per Kensington CAPA HS Climate Team.



KCAPA PROUD



PBS

KCAPA's Positive Behavior Plan (PBS) stands for Positive Behavior Supports.

PBS is a school-wide approach to defining, teaching, and supporting appropriate student behaviors by implementing systems that create a positive school environment.

Everyday....Every. Single. Member. Of. The. KCAPA. Family. Should. Strive. To. Be....



- Each month focuses on a positive P.R.O.U.D. behavior.
- Every month students displaying PROUD behaviors are nominated by a teacher.
- Students' names are submitted to the PBS team.
- Students will receive certificates, and will be eligible for raffle drawings on a monthly basis.
- Students are eligible to participate every month.



KCAPA PROUD



PHYSICAL EDUCATION REQUIREMENTS

All students are required to wear sneakers in Physical Education class. Students are encouraged to wear athletic attire, however it is not required. Medical excuses for exclusion from Physical Education classes are processed through the School Nurse Office.

PUBLIC TRANSPORTATION

Public Transportation to school is available via SEPTA train and bus routes. The eL train and bus 3 are primarily used by Kensington CAPA HS students.

SCHOOL PROPERTY

All books, equipment, and other items issued to students remain the property of the school district. Payments must be made for items that are lost or damaged before replacements will be issued. All lost books must be paid for before report cards or diplomas are issued. Students who owe the school for lost or unreturned property will be excluded from school trips, activities, athletic teams and graduation ceremonies. It is imperative that students **check Scholarchip** often to make sure no fees or penalties are owed.

SCHOOL VISITORS



KCAPA PROUD



Parents are encouraged to visit KCAPA High School by making an appointment with the main office. All visitors must report to the front desk at the Front and Montgomery Ave. entrance to sign in and to obtain a visitor's pass.

SECURITY SCANS

As a standard procedure, all students and visitors entering Kensington CAPA High School are required to enter through the metal detector scan. Bags and parcels may also be searched.

SENIOR DUES

Senior dues include items such as the cap and gown, yearbook, senior luncheon, senior pins, diploma covers and diploma, and the actual cost of the graduation ceremony. Dues must be paid in full in order for students to participate in prom and in the graduation ceremony.

SMOKING POLICY

By state law and school board policies, all schools and adjacent school grounds are smoke-free facilities. Smoking, using, or possessing tobacco products is not permitted anywhere in the building, on school grounds or at school functions. **Students found smoking on school grounds will be subject to a fine of \$50.00** and will be suspended. Confiscated items will not be returned to students.

SOCIAL ACTIVITIES

Kensington CAPA High School offers numerous student activities for social interaction. Dances and class activities are arranged by class and school organizations. Required dress rules will be advertised for all activities. Students must adhere to all requirements to be permitted to participate. A review committee in advance of the activity may bar students and their guests from these activities.

For all school dances, the appropriate dress is "dress to impress." No jeans, "T" shirts, etc. are permitted. All students attending functions must present a valid school ID and their guests must present a photo ID for admittance. **By School District policy**, participation in proms and commencement ceremonies are privileges that may be withheld by the principal in accordance with the code of student conduct or attendance.

STUDENT DRIVERS

Students driving to school must obtain a parking pass and park in the Palmer Street Lot.

STUDENT INFORMATION SYSTEM (SIS) Formerly StudentNet/ParentNet

The Student Information System (SIS) is a service provided for students and families to access their profiles which consist of grades, attendance, discipline reports, credits, fees, Keystone scores, colleges and universities, SAT scores, and credentials which are required for admission to various colleges and universities, etc. This



KCAPA PROUD



service greatly empowers students and parents. Students and parents are encouraged to routinely consult student profiles to follow and meet their academic needs for success and to avoid potential academic, fiscal, behavioral, or attendance problems.

KCAPA PROUD STUDENT GOVERNMENT ASSOCIATION (KPSGA)

The student government is called the KCAPA PROUD Student Association (KPSGA). It is comprised of elected representatives from each grade and officers elected by the student body at large. The KPSGA promotes preparedness, respect, on time, unity and determination. among students and harmony in the community through its major themes of service and duty. The KPSGA contributes to the life of the school by sponsoring school pride activities, charitable collections and social events for the student body at large. Elections for SGA officers for the following year are held in the spring of each school year. The KPSGA meets monthly to plan student events and to interact with the school administration. In case of questions or clarification, please see Ms. Vega.

TEEN PARENT CENTER - ELECT

The ELECT program (Education Leading to Employment and Career Training) is designed to help improve attendance among teen parents, to decrease barriers for students returning to school, and to support teen mothers and fathers and teen parents to be successful as they complete their education.

TITLE 1

The mission of Title I is to provide technical assistance and support to families and school communities in implementing all mandates of the No Child Left Behind Act of 2001. The office supports schools in helping to raise the academic achievement of all students by maximizing the available resources to ensure and to support the implementation of the School Action Plan.

Contact: 440 N. Broad St. – 3rd Floor, Philadelphia, PA 19130 Phone: 215-400-5798

TRANSPASSES

Are issued from 8:00am to 8:15am Fridays and Mondays in the student’s advisory. **This is the only time students will be able to get a transpass.** Please be on time to school so you are able to obtain your pass.

Each student’s residential and transportation information is in the School District of Philadelphia computer system to ensure that eligible students get transpasses. However, it often takes three or more weeks to process before students will receive a transpass.



KCAPA PROUD



This decision is made by the transportation department at the School District of Philadelphia headquarters and **NOT** by Kensington High School. The school has no control over this process. **Please be patient until a decision has been made.**

Students must present a school photo ID to obtain transpasses. **The school CANNOT replace lost or stolen transpasses.**

UNIFORM POLICY

As posted on the Kensington CAPA website:

We are making some changes to the school uniform. We want our students to feel proud and look professional while still feeling comfortable.

Beginning in September 2020, students must wear the following:

- Black dress pants
- Pants should be straight-legged and be belted. Joggers, sweat pants, yoga pants, leggings, pants cinched at the ankle, and jeans are strictly prohibited.
- Yellow button down, collared shirt, or a school yellow polo shirt with logo
- Shoes should be black and have rubber soles and cover the entire foot. Sneakers are preferred.
- Black and gold tie is optional
- Black School sweater or vest with the logo or the black 3 quarter zip with the logo both are optional. Absolutely no other outwear will be permitted to be worn in the building during the school hours.

Uniforms can be purchased at Flynn & O'Hara or Cramers.

Please feel free to contact the school with any questions or concerns at 215-400-7400

Oversized, dragging pants that fall below the natural waists are not permitted. **PANTS SHOULD BE PULLED UP TO THE NATURAL WAIST AND BELTED. NO EXCEPTIONS!!**

All school shirts and sweaters must be purchased at Flynn O'Hara or Cramers. **NO EXCEPTIONS.** Black socks, black belt, and black shoes that tie may be purchased elsewhere.

HOODIES ARE NOT PERMITTED TO BE WORN INSIDE OF THE SCHOOL BUILDING AT ANY TIME. IF YOU WEAR A HOODIE TO SCHOOL YOU MUST TAKE IT OFF BEFORE ENTERING THE SCAN/INTAKE AREA.

It is our school's belief that success for all students begins with being properly dressed for school. Students must wear their lanyard and school ID. Please be advised that as a safety precaution the student's ID badge and lanyard must be visible (in front) at all times and worn around the student's neck during school hours and in-school events.



KCAPA PROUD



VISITORS' PROTOCOL, RELEASE OF STUDENTS, AND STUDENT INFORMATION

KCAPA High School extends a warm welcome to parents/guardians and others visiting our school. At the same time, we must ensure that our students and staff are safe and that learning, as well as the regular operation of our school, are not disrupted. We must be aware of who comes into the building and for what purpose. All visitors must be cleared through the Main Office. The Main Office will keep a record of the purpose and reason of visit for all visitors. With this in mind, your cooperation is needed with the following:

1. Kindly report to the front desk, verify your picture identification and sign the visitor's register.
2. When visitors arrive at the Main Office, visitors must, once again, show picture identification in order to obtain from the Main Office an official visitor's pass. The visitor's pass must be worn and carried outwardly at all times while in the building.
3. The Main Office will verify if Parents/Guardians/Relatives are listed on official school records. As per school district policy, we are not permitted to conduct business regarding any student whose Parents/Guardians/Relatives are not listed on school records.
4. In the event of an extenuating circumstance, legal guardians may sign out their child in the Main Office once the Main Office has verified that the person picking up a student is on school records. All visitors must enter and exit through the main entrance.
5. Conferences involving students will only be conducted with the legal guardian identified on school records.
6. Former students are not permitted to visit without administrative approval.
7. Any student, regardless of age in the need of an early dismissal, can only be withdrawn from school by the parent, or a legal guardian identified on school records. As previously stated, parents or guardians are required to supply the school with official photo identification. Students may not be picked up directly from classrooms. Any student who bypasses this procedure and cuts class jeopardizes their academic standing and student privileges. Seniors who willfully cut class may affect their participation in Senior activities.

WORKING PAPERS

As required by Pennsylvania State Law, any person under 18 years of age desiring a job must obtain working papers. Applications are available in the Counselor's Offices. Counselors will inform applicants of the nearest Working Papers Center, according to the applicant's address.



KCAPA PROUD



YELLOW BUS TRANSPORTATION

The school bus pick-up and drop-off locations are on Front Street at the ramp in front of the student entrance. In the afternoon, buses will pick up students on school grounds by the same entrance. Mrs. Smith is the point of contact regarding special education transportation.

Students who use the yellow bus transportation to KCAPA(or anyone who is in care of such students) should contact Mrs. Smith regarding information or problems.

TITLE I

Kensington CAPA High School **School-Parent Compact**

2020-2021 School Year
Revision Date 5/14/2020

JOINTLY DEVELOPED

The parents, students, and staff of Kensington Creative & Performing Arts High School partnered together to develop this school-parent compact for achievement. Teachers have suggested home learning strategies, parents added input about the types of support they needed, and students told us what would help them learn. Parents are encouraged to attend an annual revision meeting held in March each year to review the compact and make suggestions based on student needs and school improvement goals. This year, the parent input meeting was held on May 14, 2020. Parents are also encouraged to participate in the School Family Engagement survey that is also used as a tool to collect parent feedback regarding the current Title I programs, policies and family engagement.

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.

THE SCHOOL DISTRICT OF PHILADELPHIA ANCHOR GOALS:

1. 100% of students will graduate, ready for college and career.
2. 100% of 8-year-olds will read on grade level.
3. 100% of schools will have great principals and teachers.
4. SDP will have 100% of the funding we need for great schools, and zero deficit.



KCAPA PROUD



Kensington CAPA High School GOALS:

- At least 12% of students will score at Proficient or Advanced on the Algebra I Keystone exam.
- At least 90% of students will have zero out-of-school suspensions.
- At least 60% of 9th grade students will earn a minimum of 5 credits (four core plus one more) with As or Bs.
- At least 25% of 12th grade students will be firmly on track for graduation with As and Bs.
- At least 15% of students will score at Proficient or Advanced on the English Keystone exam.
- At least 4% of students will score at Proficient or Advanced on the Biology Keystone exam.

To help your child meet the district and school goals, the school, you, and your child will work together:

SCHOOL/TEACHER RESPONSIBILITIES:

Kensington CAPA High School will:

- The Kensington Creative and Performing Arts High School's vision is for every student to be challenged to his or her fullest potential by requiring them to engage in higher order, analytical and critical thinking skills daily to solve complex problems academically and socially in their pursuit of becoming productive citizens.
- Our mission is to provide our students with a rigorous academic program and comprehensive educational experience in a safe, supportive learning environment, which will prepare them for post-secondary studies, careers, and opportunities in the field of expressive arts.
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their children's progress in writing and ensure that parents can access the parent portal.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.
- Before and after School meetings may be scheduled to discuss any concerns parents may have.
- Monthly calendars will be provided to parents to inform them of what is going on at the school.
- Send all correspondence in the parent's native language.

PARENT RESPONSIBILITIES:

We, as parents, will:

- Monitor attendance;



KCAPA PROUD



- Make sure that homework is completed;
- Volunteer at my child's school;
- Participate as appropriate in decisions related to my child's education;
- Promote positive use of my child's extracurricular time;
- Ensure that my child wears the school uniform daily;
- Acknowledge all correspondence is received;
- Maintain current contact information;
- Participate in The School Advisory Council.

STUDENT RESPONSIBILITIES:

KCAPA Students will be P.R.O.U.D.

- Prepared for each class every day
- Respectful of others and of myself
- On time for everything
- United with my school community
- Dedicated to learning

In addition:

Make sure all school correspondence is taken home;
Complete all assignments.

COMMUNICATION ABOUT STUDENT LEARNING:

Kensington CAPA High School is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

- Parent & Family Portal to access all information regarding your child's education.
- Back to School Night.
- Hold an annual meeting to inform parents of the school's participation in Title I, Part A program, and to explain the Title I, Part A requirements, and the right of parents to be involved under the Title I, Part A program.
- Kensington CAPA website.
- Parent Teacher Report Card Conferences.
- Provide opportunities for regular meetings for parents to formulate suggestions, and to participate as appropriate in decisions about the education of their children.
- Student/Family Handbook

ACTIVITIES TO BUILD PARTNERSHIPS:

Kensington CAPA High School offers ongoing events and programs to build partnerships with



KCAPA PROUD



families.

- School Advisory Council
- Monthly Parent Volunteer Orientations
- Fall, Winter & Spring Title I Meetings
- Monthly Parent meetings and/or workshops
- LULAC, Congreso, Gear Up & Philadelphia Education Fund
- F.A.C.T. Family and Career Training

Kensington CAPA High School
Parent and Family Engagement Policy

School Year 2020-2021
Revision Date: May 14, 2020

In support of strengthening student academic achievement, **Kensington CAPA High School** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The **Kensington CAPA High School** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.



KCAPA PROUD



- If the school wide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

**DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT
REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

Section A: JOINTLY DEVELOPED

Kensington CAPA High School will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- Winter & Spring Title input Meeting- a meeting was held on May 14, 2020 for parents to provide input into the development of the parent and family engagement policy and school parent compact.
- Conduct parent meetings on the third Wednesday of each month beginning in September
- Review plan with advisory groups connected with school
- SAC Meetings and Surveys

Section B: ANNUAL TITLE I MEETING

Kensington CAPA High School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

- Back to School Night will be held on September 30, 2020 from 5:30PM to 7:30PM. During this time, the principal or designee will give a presentation to parents on the requirements of Title I part A, parent rights under the law, the state academic content standards and assessments (Keystones) and how to work with educators and monitor student progress.



KCAPA PROUD



- Parent Family Engagement Policy and Parent Compact distributed at Back to School Night and are posted on the school website.
- Discuss issues with the Title I Advisory Committee at the annual meeting on September 30, 2020.

Section C: COMMUNICATIONS

Kensington CAPA High School will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

- 1) School Website
- 2) School and District fliers
- 3) Monthly School Calendar
- 4) Monthly Parent/SAC Meetings and other parent meetings are held at various times to accommodate parent schedules
- 5) Communications from school are sent home in parent-friendly language in English and Spanish. Other languages are available for written and verbal communication from the school through partnership with the district office of translation services.

Section D: SCHOOL-PARENT COMPACT

Kensington CAPA High School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards:

- Send invitation to parents to join review committee
- Use results of parent survey (re: programs, needs, etc.)
- Spring Title I Meeting during March/April 2021
- A meeting was held on May 14, 2020 to give parents input into the development of the parent and family engagement policy and school parent compact.

Section E: RESERVATION OF FUNDS

Kensington CAPA High School will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A



KCAPA PROUD



funds reserved for parent and family engagement is spent by:

- Holding a Winter Title I Meeting. This year, the meeting was held on January 16, 2020. During this meeting, budget priorities were shared and parents had the opportunity to give input into decisions about the spending of Title I dollars, particularly the 1% parent set aside. We plan to hold our next winter meeting in January 2021.

Section F: COORDINATION OF SERVICES

Kensington CAPA High School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

- Work in collaboration with the FACE office
- Work in collaboration with the Philadelphia Education Fund
- Collaborate with Congreso (OST & Elect)
- Upward Bound

Section G: BUILDING CAPACITY OF PARENTS

Kensington CAPA High School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

1. Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
 2. Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
 3. Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - a) The challenging State's academic standards
 - b) The State and local academic assessments including alternate assessments
 - c) The requirements of Title I, Part A
 - d) How to monitor their child's progress
 - e) How to work with educators to improve the achievement of their child
- we have periodic events such as game night, dance night, etc.



KCAPA PROUD



- Parent resources and information are made available upon request through the Community Relations Liaison and /or administration.
- Resources such as websites, parent organization, quarterly newsletters, curriculum overview for each 9 weeks, etc.
- Community Relations Liaison will facilitate monthly parent volunteer orientations
- Various workshops (homework help & attendance) will be held throughout the year that meet the requirements set by the State's academic standards, student academic achievement, and assessments.
- Back to School Night, September 30, 2020 from 5:30PM to 7:30PM. During this time, the principal or designee will give a presentation to parents on the requirements of Title I part A, parent rights under the law, the state academic content standards and assessments (Keystones) and how to work with educators and monitor student progress.

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Kensington CAPA High School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

- District wide Professional Development- during one of the district professional development days in the Fall or Winter, staff will be trained on effective strategies for parent engagement and ways to communicate effectively with parents. This training will be informed by the results of the school parent surveys that will be shared with staff at this time.

Kensington CAPA High School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Collaborating with community partners (LULAC, Congreso, Gear Up, Philadelphia Education Fund)
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations in parental involvement activities.

PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS

- Encourage and motivate parents to attend the FACE Workshops and classes that the School District offers throughout the year.



KCAPA PROUD

