

STUDENT HANDBOOK

Philadelphia Learning Academy South
4300 Westminister Avenue
Philadelphia, PA 19104

2016 - 2017



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Our Vision

The purpose of the Philadelphia Learning Academy South is to offer a high caliber alternative instructional program whereby ensuring that our students find success as the future leaders of our community, our nation, and ultimately the world.

Our Mission

The Philadelphia Learning Academy South's Mission is to create a personalized learning environment that encourages students to take advantage of unique educational opportunities. By nurturing our student's academic, social, and emotional growth, we will ensure that students become productive citizens, lifelong learners, and leaders in the global community.

Statement of Success

*"Success is the result of opportunity;
opportunity, the result of preparedness.
Preparedness is an outcome of work;
work, the product of a decision.
Decisions are born from thoughts....
So my friend, what's on your mind?"*



Philadelphia Learning Academy South

4300 Westminister Avenue
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Darryl Blackwell, Principal

Dear PLAS Scholar,

This handbook is our means of acquainting you with the procedures followed at PLAS for the safety, good health, and educational welfare of our entire school family. We expect that you will read it thoroughly and come to be familiar with how things are done here at PLAS. Please keep this HANDBOOK as an active reference.

We welcome all who are new to the school and cordially invite any parents or community members who have concerns or questions about our program to visit or call us (Main Building Office: 215-581-5530). We are here to serve you.

It is my hope that every PLAS scholar finds success this year through the outstanding teaching and learning that will be occurring on a daily basis. There are many exciting things lined up for you that are all geared to positively develop you as a responsible and productive member of our community.

I look forward to working with our scholars and families during this school year! If at any time you need assistance with an issue here at PLAS, please do not hesitate to contact the school or bring your concern to any PLAS staff member for immediate resolution.

Respectfully yours,

Darryl Blackwell, Principal

SCHOOL-WIDE EXPECTATIONS

PLAS SCHOLARS ARE...



PREPARED TO LEARN

As a PLAS Scholar, I will come to school "Dressed for Success" and prepared to accomplish the instructional goals in each one of my classes.



RESPECTFUL

Each day I will treat others as I would want to be treated. I will also use appropriate language and good manners to peers and staff.



RESPONSIBLE

Each day I will commit myself to doing what I am supposed to do as well as being accountable for my choices.



LEADERS

Each day I will give 100% effort towards making my school and community better. I will rise above anything that does not align with my future aspirations and personal character.

UNIFORM POLICY

The school uniform policy is in effect **EVERYDAY** and is as follows for male and female students, unless noted otherwise. Additional clothing worn for religious reasons is permissible, though the school uniform **MUST** be worn underneath.

Pants:

- Khaki Pants
- No cargo style pants
- No jeans or skinny jeans
- No tights or leggings

Shirts:

- All PLAS scholars are expected to purchase the PLAS uniform polo shirt from the school. The cost of the short sleeve shirt is \$10 and the long sleeve shirt is \$15.

Sweaters/Sweatshirts:

- Only the approved PLAS sweatshirt and sweater can be worn in the building. If wearing the sweatshirt or sweater, students are expected to have the official school shirt on underneath.

Headgear:

- No hats or hoodies may be worn in the building.

Shoes:

- Shoes may not have open toes or open back
- No flip flops, sandals, or clogs
- No high heels

School IDs:

- Must be worn at all times. Students need their IDs to enter the building and to pick up transpasses.

****Students who arrive out of dress code will be directed to return home to change into proper attire with the expectation to return to school, otherwise the day will count as an UNEXCUSED ABSENCE.**

NO inappropriate attire that is disruptive to the academic setting may be worn. No undergarments are allowed to be visible.

Absolutely NO: Bandanas, Arm bands, scarves (other than for religious reasons), hats or hoodies.

2016 – 2017 School Calendar

September 1, 2016	First day for staff
September 2, 2016	Staff Only – Professional Development
September 5, 2016	Labor Day – Schools and Administrative Offices CLOSED
September 6, 2016	Staff Only – Professional Development
September 7, 2016	First Day for Grades 1-12
September 30, 2016	Staff Only – Professional Development
October 3 – 4, 2016	Rosh Hashanah – Schools and Administrative Offices CLOSED
October 12, 2016	Yom Kippur - Schools and Administrative Offices CLOSED
October 13, 2016	Interim Reports
October 19, 2016	PSAT Exams
November 2, 2016	PSAT Exams (Alternate date)
November 8, 2016	Staff Only – Professional Development
November 11, 2016	Veteran's Day - Schools and Administrative Offices CLOSED
November 21-23, 2016	Report Card Conferences
November 24-25, 2016	Thanksgiving Holiday - Schools and Administrative Offices CLOSED
December 20, 2016	Interim Reports
December 26-30, 2016	Winter Recess – Schools CLOSED
January 2, 2017	New Year's Day – Schools and Administrative Offices CLOSED
January 3, 2017	Staff Only – Professional Development
January 9, 2017	Keystone Exams
January 16, 2017	Dr. Martin Luther King Day – Schools and Administrative Offices CLOSED
January 23, 2017	ACCESS Testing Opens (Tentative)
February 15-17, 2017	Report Card Conferences
February 20, 2017	Presidents' Day – Schools and Administrative Offices CLOSED
March 3, 2017	ACCESS Testing Closes (Tentative)
March 6-8, 2017	Interim Reports
March 6, 2017	PD Half Day – 3 Hour Early Dismissal
March 31, 2017	PD Half Day – 3 Hour Early Dismissal
April 10-13, 2017	Spring Recess – Schools CLOSED
April 14, 2017	Good Friday - Schools and Administrative Offices CLOSED
April 19-21, 2017	Report Card Conferences
May 9-11, 2017	Interim Reports
May 15-26, 2017	Keystone Exams
May 16, 2017	Pennsylvania Primary Election Day – Schools CLOSED
May 29, 2017	Memorial Day - Schools and Administrative Offices CLOSED
June 20, 2017	Last Day for Students
June 21, 2017	Last Day for Staff

Regular Schedule

9:00am – 9:45am.....1st Period
9:45am – 10:30am.....2nd Period
10:30am – 11:15am.....3rd Period
11:15am – 12:00pm.....4th Period
12:00pm – 12:30pm.....Lunch
12:30pm – 2:15pm.....5th Period (*Compass Learning/Intervention*)

Half-Day (3-Hour Early Dismissal)

9:00am – 9:45am.....1st Period
9:45am – 10:30am.....2nd Period
10:30am – 11:15am.....3rd Period
11:15am – 12:00pm.....4th Period
12:00pm.....Dismissal/Lunch

ATTENDANCE

Your academic success has everything to do with you being in school each and every day. Your attendance, which includes being on time, is a top priority to the entire PLAS School Family!

- **DOORS OPEN at 8:30am and breakfast is served until 8:50am.**
- **SECURITY INTAKE PROCEDURES occur every morning and usually take four to five minutes.**

When students are returning to school from an absence, they are required to bring in a note. The note should include: The date, child's name, dates of the absence(s), reason, signature of a licensed physician or legal guardian, and phone number. Excuse notes are expected **within three (3) days** from the absence. Failure to do so will result in **unexcused** absences.

LATENESS

PLAS scholars begin 1st period class at 9:00am. If students arrive to school after 9:15am, they will be instructed to return home unless they provide a valid note and a call from the legal guardian with a valid reason for the lateness.

- **LATE DETENTIONS** WILL BE ASSIGNED FOR EVERY STUDENT ARRIVING BETWEEN 8:55am and 9:15am.

EARLY DISMISSALS

In an attempt to maintain the integrity of the educational program, it is necessary to keep early and irregular dismissals to a minimum. Students are required to submit an early dismissal **note** from a parent/guardian for verification to Ms. Ngoc. Ms. Ngoc will then confirm by calling the parent/guardian. Students **will not** be permitted to call from the main office for an early dismissal.

Please Note: Only the parent/ guardian listed on the School District network is permitted to request early dismissals. In addition, if students are under 18 years old, they MUST be picked up by a parent/guardian with ID for an early dismissal.

VISITORS

All visitors to the school are asked to please come after the instructional day has concluded starting at 2:15pm. This will ensure that our students are receiving quality instruction throughout the entire school day. Please communicate this request to all cleared individuals, organizations, and agency representatives that work with specific students.

TRANSPORTATION

The School District of Philadelphia's Transportation Department will determine the student's eligibility and deliver the transpasses to our school. This process will take approximately 5 school days from the date of the intake.

Students will receive their transpasses from the main office **by presenting their School District ID** every Friday after school. **Students must be present in school on Friday to pick up their transpasses; otherwise, the student must wait until the next school day to retrieve the transpass from administration.**

Only one (1) transpass is assigned to each student. We are unable to give students an extra transpass if it is lost or stolen. As a result, it is recommended that students have cash or tokens handy in the event that they have misplaced their transpass.

SCHOOL POLICY ON ELECTRONIC DEVICES

- ✓ NO CELL PHONES
- ✓ NO HEADPHONES/EAR BUDS



Electronic devices including, but not limited to cell phones, CD/DVD Players, Ipods, video games, and bluetooth **are not permitted** in the building while classes are in session. In addition, headphones are not permitted in the building during the instructional day. As a result, we highly recommend that all electronic devices be kept at home.

However, if a student does choose to bring an electronic device to school, he/she **must** turn in the device(s) upon arrival during the intake process. Electronic devices will be returned to the student at the end of the school day (2:15pm).

If a student fails to turn in any electronic device and headphones, he/she will be sent home and the day will count as an **unexcused absence**.

ADMINISTRATION IS NOT RESPONSIBLE FOR ANY ELECTRONIC DEVICE THAT IS LOST, STOLEN OR CONFISCATED. THEREFORE, PLEASE KEEP ALL ELECTRONIC DEVICES AT HOME.

BLENDLED LEARNING

with



The Philadelphia Learning Academies (North and South) utilize a blended learning model where students use computers as a learning tool. During the afternoon instructional block, students are actively involved in a web-based teaching program called Compass Learning. The interactivity provided by the Compass Learning platform encourages learning that develops competence, confidence, and enthusiasm for independent, reflective, and life-long learning. Teaching strategies focus on student-centered learning, providing all students with the academic, technological and social skills needed to be productive and contributing citizens in our society.

- Through a blended learning model, our students are exposed to the traditional classroom environment where direct instruction is happening. Content area teachers in the core subject areas for the entire school year lead these classes.
- In direct instruction classes, students attend core content classes such as, English, Math, History, Science, as well as a World Language.
- In the afternoon, students are exposed to the cyber-learning portion of the day. Students attend labs with computers to work online with the Compass Learning program. Compass Learning allows students to accelerate through classes that are taken online and thereby acquiring credits needed for graduation.

Compass Learning offers our students:

- Assisting teachers in delivering a broad range of explicit instruction and practice to meet graduation, college and career readiness needs.
- Helps students fit schoolwork into busy schedules with anytime/anywhere Web access.
- Enhances both educators' and students' ability to leverage technology to ensure on-time graduation and college and career readiness.
- Addresses academic areas that students find challenging and remediates foundational skills in order to assist our scholars in the general curriculum.

CURRICULUM

Philadelphia Learning Academy South adheres to the Pennsylvania Common Core State Standards, which drives how teaching and learning occurs in the various subjects below:

- English
- Mathematics
- Social Studies/ History
- Science
- World Language
- Arts and Humanities
- Physical Education/ Health
- Electives

Seniors will also be required to complete a Senior Service Project in order to successfully fulfill their graduation requirements.

HOMEWORK

Homework is a positive reinforcement of learned skills as well as a building block toward student responsibility. Parental support and cooperation is a vital component in insuring its effectiveness. Every teacher will provide homework as part of the students' personalized learning plan.

Please keep in mind these key points:

- Students should communicate and voice any questions or concerns regarding the homework assigned.
- Teachers should assist students when needed, but avoid doing the work for students.
- Parents/Guardians should teach the student how to balance extracurricular activities to allow time for schoolwork.
- Homework is considered when teachers compute the grade earned.

Keystone Exams

Information for Parents or Guardians

Pennsylvania Keystone Exams



What are the Keystone Exams?

The Keystone Exams are end-of-course assessments designed to evaluate proficiency in academic content. Beginning with the class of 2017, students must demonstrate proficiency on the Algebra I, Literature, and Biology Keystone Exams to graduate. Students will be offered multiple opportunities to take the Keystone Exams throughout their high school career.

Who will participate in the Keystone Exams?

In 2012-13, the Algebra I, Literature, and Biology Keystone Exams replaced the 11th-grade Pennsylvania System of School Assessments (PSSA) in math, reading, and science for purposes of student, educator, and school accountability. Students should take the Keystone Exams at or near the end of a Keystone-related course. The students' results are banked until their junior year for accountability purposes and until their senior year for graduation purposes. Some students who previously completed a Keystone-related course but did not take the Keystone Exam will also participate for accountability purposes. Additionally, students who take a Keystone Exam and do not score Proficient may re-take the exam.

When will the exams be offered?

The Keystone Exams will be administered three times each year—winter, spring, and summer. Specific administration dates will be published by the Pennsylvania Department of Education.

Who decided what Keystone Exams should measure?

Groups of educators from across Pennsylvania chose the areas of knowledge on which the Keystone Exams are based. The groups included teachers, supervisors, curriculum directors, and college specialists. These groups also reviewed, edited, and approved exam questions.

What is assessed on the Keystone Exams?

Pennsylvania adopted the Pennsylvania Core Standards, standards aligned with expectations for success in college and the workplace. The Keystone Exams are designed to measure these standards.

How long is a Keystone Exam administration?

There is no time limit for a student to complete a Keystone Exam. Each Keystone Exam should take the typical student 2 to 3 hours to complete. There are two modules on each test, and each module (or Test Session) of the Keystone Exam should take 1 to 1.5 hours to complete. Districts can administer the Keystone Exam modules across two days or divided across the morning and the afternoon of the same day.

What are the available formats for administering the Keystone Exams?

The Keystone Exams are available in both online and paper/pencil formats. Districts will determine if online, paper/pencil, or both formats will be used locally. Makeup exams will also be administered in either online or paper/pencil format.

Will students have an opportunity to experience online testing before taking a Keystone Exam online?

Tutorials and online training programs have been developed for the Keystone Exams. The PA Online Assessment Student Tutorial uses pictures, motion, and sound to present visual and verbal descriptions of the properties and features of the PA Online Assessment system. Students are allowed to repeat the Student Tutorial as often as desired and needed. The Online Tools Training (OTT) provides an introductory experience using the PA online assessment software allowing students to observe and try out features of the PA online assessment software prior to the actual assessment. Within the OTT, students also have the opportunity to practice typing responses in a narrative format, graphing functions, and entering equations using an equation builder tool. The online exam also has a "Help" feature that is available to the student during the exam.

Keystone Exams

What types of questions are on the Keystone Exams?

The Keystone Exams will include multiple-choice questions and constructed-response, or open-ended, questions. For each Keystone Exam, approximately 60 percent to 75 percent of the total score will be from multiple-choice questions and 25 percent to 40 percent of the total score will be from constructed-response questions.

How are the written responses to constructed-response questions scored?

The written responses for constructed-response questions are scored by evaluators trained in applying a pre-determined scoring system. Scores are based on content only. Spelling and punctuation are not included as part of the scoring process. Most constructed-response questions require students to show their work or explain their reasoning. These Keystone Exam questions will ask students to explain, analyze, describe, or compare. Some questions will also require students to perform calculations or create graphs, plots, or drawings.

How are the results reported?

Keystone Exam scores will be processed as quickly as possible and provided to the districts.

Two copies of the individual student report for all Keystone Exams will be sent to the school districts and charter schools. One copy should be sent home to parents/guardians; the other is kept by the school/district.

School-level reports will be used for curricular and planning purposes. School districts and charter schools may publish the results of Keystone Exams for each school. The state will also release school-by-school exam data.

May parents see the Keystone Exams?

Parents and guardians may review the Keystone Exams if they believe they may be in conflict with their religious beliefs by making arrangements with the School Test Coordinator once the exams arrive at the school. Confidentiality agreements must be signed, and no copies of the Keystone Exams or notes about exam questions will be permitted to leave the school.

If, after reviewing the Keystone Exams, parents or guardians do not want their child to participate in one or all of the exams due to a conflict with their religious beliefs, they may write a letter specifying their objection to the school district superintendent or charter school CAO prior to the beginning of the exam(s) to request their child be excused from the exam(s).

What are Project Based Assessments (PBAs)?

PBAs are online assessments aligned to Keystone Exam modules. They provide an alternative path to meet the state's graduation requirements starting with the graduating class of 2017. After two unsuccessful attempts at Keystone Examinations, students can opt for PBAs in the modules on the Keystone Examinations that they did not pass. PBAs are secure, attempted online at school under supervision, and submitted to state evaluators upon completion. For more information go to <http://www.pdesas.org/module/assessment/About.aspx>

Religious opt-out applies to the Keystone Examinations only. It does not apply to PBAs. Students in the class of 2017 and beyond who opt-out of Keystone Examinations must still complete and demonstrate proficiency in PBAs in order to graduate.

For additional information about the Keystone Exams, visit the SAS website at www.pdesas.org or contact your school district.

REINSTATEMENTS

Reinstatements include, but are not limited to:

- Student suspensions
- Behavioral and/or social emotional concerns
- School code violations
- Students with 10 consecutive absences

*Please note: All reinstatements and meetings **will only** be conducted between 2:15pm – 3:00pm. Reinstatement dates and times will be assigned on the day the student is suspended. **When a student is being reinstated, a PARENT/GUARDIAN MUST ACCOMPANY them.**

HEALTH & WELLNESS

Students should attend school **ONLY** when they are well enough to participate in all regular classes. There are, however, exceptions, such as, broken bones, post-surgery, etc. Fever and vomiting should have subsided for at least 24 hours to prevent the spread of infection.

The school nurse has outlined the following general rules on illness and absences:

- **Streptococcal Infections (strep throat, scarlet fever, tonsillitis):** Excluded for 7 days unless a physician certifies recovery in a shorter amount of time.
- **Pink Eye:** Excluded and can only be readmitted to school a physician's certificate of **COMPLETE RECOVERY**.
- **Impetigo:** Excluded until judged noninfectious by the school nurse or physician.
- **Pediculosis (Head Lice):** Excluded until judged noninfectious by the school nurse (no nits). Special attention for prevention includes: not sharing combs, hats or other clothing. Head lice are most prevalent immediately after the holidays. Treatment as per your physician or consult the school nurse.
- **Scabies:** Excluded until judged noninfectious by a physician or school nurse.

Please remember that the school nurse is not permitted to diagnose illness or injuries. **DO NOT** send your child to school with this expectation. Injuries occurring at home cannot be dressed or retreated by school personnel.

Any medication to be given in school **MUST** be accompanied by a note from the doctor with specific instructions for administration. We prefer medications not be sent to school, unless a time schedule cannot possibly be made around school hours. Over the counter medication cannot be dispensed without a written parent's order.

- If a student is present in school and becomes ill, a parent/guardian **MUST** pick up the student if it is deemed that the student should go home.

EMERGENCY CLOSING OF SCHOOL

The call number on local radio stations is **8460**.

In most cases, media outlets will announce, “**All Philadelphia Public Schools are closed**” or “**All Philadelphia Public Schools will have a two hour delay.**” If there is a two-hour delay, staff must arrive at **10:15 am**, as students will arrive at 11:00 am.

We will follow a two-hour delay schedule beginning at 11:00am on official School District delayed opening days:

TWO-HOUR DELAY BELL SCHEDULE

11:00am – 11:45am.....	1 ST PERIOD
11:45am – 12:30pm.....	2 ND PERIOD
12:30pm – 1:00pm.....	LUNCH
1:00pm – 2:15pm.....	Compass Learning/Intervention

GRADUATION & PROMOTION GUIDELINES

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

- Promotion to 10th grade – 5 credits
- Promotion to 11th grade – 11 credits
- Promotion to 12th grade – 17.5 credits
- **23.5** by the end of 12th grade

A passing grade is described as a D or higher (65 or higher).

General Graduation Guidelines:

A Grade 12 student shall graduate if he/she has earned a total of **23.5** credits, which include:

- 4 in English
- 3 in Mathematics
- 3 in Science
- 3 in Social Studies
- 1 in African American History
- 2 in World Language
- 2 in Arts and Humanities
- 1 in Physical Education
- 0.5 in Health
- 4 in electives



- One elective must be one of the following: Mathematics, Science, International Baccalaureate or Advanced Placement courses. Special admission schools and other criteria-based schools or programs may predetermine the electives that require additional subject area credits in math, science or others.
- Completed a Multidisciplinary Project or a Service Learning Project successfully.
- ALL SENIORS ARE REQUIRED TO SUBMIT AN APPLICATION TO THE COMMUNITY COLLEGE OF PHILADELPHIA. (Ms. Nguyen is the point person to fulfill this requirement).

PLEASE NOTE: A student in grade 12 who does not meet the graduation criteria, and who is within 2 credits of the required number for graduation, shall be assigned to a Summer Program and shall be retained if he/she does not attend or if he/she does not complete the Summer Program in its entirety.

IMPORTANT INFORMATION FOR THE CLASS OF 2017

1. Dues and Related fees for our Seniors will be communicated to our families during the course of the school year:
 - Cap & Gown (with stole)
 - Diploma Cover
 - Class T-Shirt
 - Prom (PLAS and other Opportunity Network high schools will participate in the 2017 prom. Prom picture fees will be disclosed at a later time.)
 - Class of 2017 School Spirit Activities
 - Dues Installment Schedule (To Be Determined)
2. Senior Portraits: Fees will be disclosed at a later time.
3. Turning in ALL required coursework:
 - February 2017 Graduation – All coursework must be turned in on or before Friday, January 27, 2017. If there are students who do not complete their requirements for the February graduation, they are expected to continue working throughout the remainder of the school year to possibly graduate in June 2017.
 - June 2017 Graduation – All coursework must be turned in one week prior to the scheduled graduation ceremony.

SCHOOL DISTRICT OF PHILADELPHIA UNLAWFUL HARASSMENT POLICY



WHAT IS UNLAWFUL HARASSMENT?

Harassment is verbal, written, graphic or physical conduct related to an individual's gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, disability, socioeconomic status and/or political belief.

WHAT ARE EXAMPLES OF PROHIBITED BEHAVIOR?

- ***threatening or harassing, intimidating or physically assaulting another student***
- ***writing graffiti containing offensive language*** which is derogatory to others
- ***making derogatory jokes or name-calling or slurs directed at others***
- ***negative stereotypes or hostile acts*** which are derogatory to others
- ***written or graphic material containing comments or stereotypes*** which are either posted, circulated or are written or printed on clothing which are derogatory to others

THE DISTRICT PROHIBITS ALL FORMS OF HARASSMENT BY DISTRICT STUDENTS

WHAT SHOULD YOU DO WHEN YOU OR SOMEONE YOU KNOW IS BEING HARASSED?

Reporting Incidents of Harassment:

- Students or parents/guardians of students who have been harassed or witness harassment should immediately report such incidents to the school principal or designee, or to any other member of the school staff, including teachers, guidance counselors, coaches and administrators.
- Any staff member who receives such a report shall immediately notify the principal or designee.
- If the behavior continues or if the school does not take action, students or parents/guardians should report the incident to the district's hotline at 215-400-SAFE.

WHAT WILL HAPPEN WHEN AN INCIDENT OF HARASSMENT IS REPORTED?

There will be a quick and thorough investigation of all reports. If the allegations are found true, the Principal or designee will do the following:

- Inform the student who harasses of the results of the investigation;
- Review the definition of harassment and the District's policy on harassment;
- Punish the behavior relative to the number of offenses and the severity of the behavior; and
- Notify the parents of the student(s) who harasses, including the actions of the student and the consequences.

WHAT HAPPENS TO STUDENTS WHO HARASS?

Consequences for Violations:

- Students who violate the unlawful harassment policy will be disciplined according to the Code of Student Conduct.
- If the first offense is notably severe, this could result in a long-term suspension (4-10 days); a referral for placement in an alternative education program; or expulsion.

SCHOOL DISTRICT OF PHILADELPHIA BULLYING POLICY



WHAT IS BULLYING?

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

1. It is aggressive behavior or **intentional** harm doing.
2. It is carried out **repeatedly** over time.
3. It occurs within an interpersonal relationship where there is an **imbalance of power** (e.g. one (1) person is physically larger, stronger, mentally quicker or socially more powerful).

Bullying, may be **direct or indirect action**, which may include (but is not limited to):

- **Physical:** hitting, kicking, pushing, shoving, getting another person to hurt someone;
- **Verbal:** racial slurs, name-calling, teasing, taunting, verbal or sexual harassment, gossiping, spreading rumor; or
- **Non-Verbal:** threatening, obscene gestures, isolation, exclusion, stalking, cyber-bullying (bullying that occurs by use of electronic or communication devices through means of email, instant messaging, text messages, blogs, photo and video sharing, chat rooms, bash boards, websites, etc.).

THE DISTRICT PROHIBITS ALL FORMS OF BULLYING BY DISTRICT STUDENTS

WHAT SHOULD YOU DO WHEN YOU OR SOMEONE YOU KNOW IS BEING BULLIED?

Reporting Bullying Incidents:

Students or parents/guardians of students who have been bullied or witness bullying should immediately report such incidents to the school principal or designee, or to any other member of the school staff, including teachers, guidance counselors, coaches and administrators. Any staff member who receives such a report shall immediately notify the principal or designee. If the behavior continues or if the school does not take action, students or parents/guardians should report the incident to the district's hotline at 215-400-SAFE.

WHAT WILL HAPPEN WHEN AN INCIDENT OF BULLYING IS REPORTED?

There will be a quick and thorough investigation of all reports. If the allegations are found true, the Principal or designee will do the following:

1. Inform the student who bullies the results of the investigation;
2. Review the definition of bullying and the District's policy on bullying;
3. Punish the behavior relative to the number of offenses and the severity of the behavior; and
4. Notify the parents of the student(s) who bullies, including the actions of the student and the consequences.

WHAT HAPPENS TO STUDENTS WHO BULLY?

Consequences for Violations:

Students who violate the bullying policy will be subject to the following disciplinary procedures:

- **First Offense:** Documented warning and parent notification;
- **Second Offense:** Parent conference, loss of school privileges, exclusion from school-sponsored activities, detention, and/or counseling within the school;
- **Third Offense:** Suspension or transfer to another classroom, school building, or school bus.

If the first offense is notably severe, a student may immediately be disciplined in accordance to the Code of Student Conduct. This could result in a long-term suspension (4-10 days); a referral for placement in an alternative education program; or expulsion.

STUDENT HANDBOOK ACKNOWLEDGEMENT

I have received the Philadelphia Learning Academy South Student Handbook for the 2016 - 2017 school year. I will read the handbook in its entirety and will adhere to the rules and regulations it has set forth.

Date: _____

Parent/Guardian's full name (print)

Signature _____

Student's full name (print)

Signature _____

Staff representative's full name (print)

Signature _____