

Dear Students,

Welcome to the Arts Academy At Benjamin Rush! For those who are returning, welcome back!

We are committed to leading our school toward continued academic success with a focus on interdisciplinary study, the blending of the arts, and core values.

Building a community of learners is the most important piece to any school. We hope that this handbook will be helpful to students and create an environment of learning, safety and positive behavior. If you have any concerns or suggestions, please do not hesitate to speak to your teachers or principal. We welcome your ideas and encourage careful critique.

The guidelines contained in this handbook are meant to support the Policies and Procedures of the School District of Philadelphia as well as The School District of Philadelphia's Student Code of Conduct. The foremost important lesson that you can learn as a member of a school community is to respect yourself and others. We ask that you respect everyone in The Arts Academy community. It is a privilege to be accepted to The Arts Academy at Benjamin Rush, and the expectation is that all students conduct themselves accordingly.

There are many pieces to our program that make The Arts Academy at Benjamin Rush unique. We are proud that our students are taught to question deeply and participate in a curriculum that is meaningful and related to their world. We have created a set of core values that frame our curriculum and which are explained below.

In order to enrich the Arts Academy curriculum, we connect all disciplines, and prepare our graduates for success in the world beyond high school. The Arts Academy has adopted six core values. These core values shape our ways of thinking and acting. They promote reflection, discipline, and critical questioning. The core values are:

- Imagination: What if?
- Communication: How can I be sure I am understood?
- Empathy: Who is affected?
- Perspective: Through what lens do I examine this? Where does this come from?
- Analysis: How do I know what I know?
- Commitment: What action do I need to take?

Students are introduced to these core values when they are in ninth grade and continue to use them throughout their four years at The Arts Academy. Have a great year!

Ms. DeFields, Principal

Disclaimer:

This document is subject to change. Updates to the Student Handbook will be provided to the students and changes will be made to the online version of the document and will be included in any subsequent printing or publishing of the document

2017-2018 SCHOOL CALENDAR

Monday, August 28, 2017	FIRST DAY FOR STAFF	Schoolwide Professional Development
Thursday, August 31, 2017	STAFF ONLY	Districtwide Professional Development
Thursday, August 31, 2017	FRESHMAN ORIENTATION	9 am – 12 pm
Friday, September 1, 2017	STAFF ONLY	Academic Year Reorganization
Monday, September 4, 2017	LABOR DAY	Admin. Offices and Schools Closed
Tuesday, September 5, 2017	FIRST DAY FOR STUDENTS GRADES 1-12	Student Attendance
Thursday-Friday, September 21-22, 2017	ROSH HASHANAH	Administrative Offices/School Closed
Friday, September 29, 2017	SCHOOL SELECTION PROCESS BEGINS	
Monday-Wednesday, October 9-11, 2017	INTERIM REPORTS	
Wednesday, October 11, 2017	PSAT Exams	
Friday, October 27, 2017	HALF DAY – 3-HOUR EARLY DISMISSAL	Professional Development
Tuesday, November 7, 2017	ELECTION DAY	Schools Closed
Friday, November 10, 2017	VETERANS' DAY OBSERVED	Administrative Offices/School Closed
Monday, November 13, 2017	SCHOOL SELECTION PROCESS ENDS	
Monday-Tuesday, November 20-21, 2017	REPORT CARD CONFERENCES	
Thursday-Friday, November 23-24, 2017	THANKSGIVING HOLIDAY	Administrative Offices/School Closed
Friday, December 8, 2017	HALF DAY – 3-HOUR EARLY DISMISSAL	
Monday-Friday, December 25-29, 2017	WINTER RECESS	Schools Closed
Monday, January 1, 2018	NEW YEAR'S DAY OBSERVED	Administrative Offices/School Closed
Tuesday, January 2, 2018	STAFF ONLY	Professional Development
Wednesday, January 3-5, 2018	INTERIM REPORTS	
Monday, January 15, 2018	DR. MARTIN LUTHER KING DAY	Administrative Offices/School Closed
Wednesday-Thursday, February 14-15, 2018	REPORT CARD CONFERENCES	
Monday, February 19, 2018	PRESIDENTS' DAY	Administrative Offices/School Closed
Wednesday-Friday, March 14-16, 2018	INTERIM REPORTS	
Friday, March 16, 2018	HALF DAY – 3-HOUR EARLY DISMISSAL	Professional Development
Thursday, March 29, 2018	SPRING RECESS	Schools Closed
Friday, March 30, 2018	GOOD FRIDAY	Administrative Offices/School Closed
Monday, April 2, 2018	SPRING RECESS	Schools Closed
Friday, April 27, 2018	HALF DAY – 3-HOUR EARLY DISMISSAL	Professional Development
Wednesday-Thursday, May 2-3, 2018	REPORT CARD CONFERENCES	
Wednesday-Friday, May 9-11, 2018	INTERIM REPORTS	
Tuesday, May 15, 2018	PENNSYLVANIA PRIMARY ELECTION DAY	Schools Closed
Friday, May 18, 2018	HALF DAY – 3-HOUR EARLY DISMISSAL	Professional Development
Monday, May 28, 2018	MEMORIAL DAY	Administrative Offices/School Closed
Tuesday, June 12, 2018	LAST DAY FOR STUDENTS	
Wednesday, June 13, 2018	LAST DAY FOR STAFF	

VISION STATEMENT

The Arts Academy at Benjamin Rush is a student-centered community that encourages intellectual growth and curiosity while promoting academic excellence in and throughout the arts.

Policies and Procedures

ATTENDANCE and LATENESS

In order for The Arts Academy graduates to be prepared for higher education, it is imperative that students realize the value of punctuality and classroom participation as keys to a successful educational experience. By instilling the Arts Academy graduate with a commitment to excellence in punctuality and attendance, the chance for success at the next level of their educational career will be greatly enhanced.

ATTENDANCE and LATENESS

The policy is as follows:

- Students must scan in every day before 7:50am with their school issued ID card. Students who do not have their ID card will be charged \$1.00 for a temporary ID. All students must have a school ID in their possession at all times. If the student does not have \$1.00, that fee is recorded and must be paid prior to graduation. Notices will be sent home at the end of each year for any student who owes temporary ID fines.
- On the day of any absence or lateness, the parent/guardian of the student may call the main office at 215-400-3030 to alert the school of the intended absence in addition to providing a required excuse note upon the student's return. Parents may leave a message on voice mail.
- Students are expected to present valid absence excuse notes upon their return to school after any absence and must submit those notes to their advisor. 3 unexcused absences will require an investigation and interventions.
- Students absent more than 3 consecutive days should present an excuse note from a medical doctor within three days of their absence.
- Any student with 3 or more unexcused absences will receive a legal notice regarding absences. 6 or more unexcused absences will result in the development of a truancy elimination plan. Parents will be expected to attend a meeting to develop this plan. 10 or more unexcused absences will result in a referral to truancy court.
- Late students must retrieve a late pass from the scan machine or report to the late desk before going to class if the machine is off. Under no circumstances may late students report to a class without getting a "late slip" from the late desk or the machine. Students are late at 7:51am.

- After students are late to school 10 times, they will be asked to meet with the principal and/or counselor with their parents or caregivers present. An action plan will be created to ensure punctuality. Students who are late to school 20 or more times will receive notification from the school and/or district and may be referred to their neighborhood school for the following school year.
- Any excused lateness will be subject to review by Principal DeFields.
- Family vacations cannot be approved during instructional days and will be coded unexcused.
- In order for students to participate in extra curricular activities including, but not limited to proms, a student must have fewer than 20 incidents of lateness and 10 or fewer absences for the school year. The maximum number of graduation tickets will be issued to students with fewer than 20 incidents of lateness and fewer than 10 days absent for the school year.
- All students who live 1.5 miles or further from our school as determined by SEPTA in conjunction with The School District of Philadelphia, will be issued a free transpass. Students will receive transpasses during advisory. Students who are absent from school on transpass distribution day will receive their passes during lunch time in the cafeteria upon returning to school.

Chronic abuse of the above policy will be handled on an individual case basis involving concerned parties including parent, student, staff and administration, if necessary.

EARLY DISMISSALS

The following procedure must be followed for excused early dismissals to be granted:

- Any student requesting an early dismissal must be picked up by a parent/guardian or designee who is listed on the SIS network with an accompanying note by the legal guardian. (This person has to be a responsible adult over the age of 18 years). If utilizing a designee to pick a student up from school, the parent must be contacted to provide consent. The school secretary will monitor this strict procedure for early dismissals.
- Students who are leaving early due to illness must be picked up by a parent or designee. **Students may not take public transportation or drive their own vehicles home in the event they are ill, regardless of age.**
- Early Dismissals for athletic competitions will be coordinated through the athletic department.

Some examples of valid reasons for early dismissals are:

1. Participation in religious observances
2. Attendance at a funeral observance
3. A family crisis or emergency
4. Student illness

Standard medical and dental check-ups should be scheduled after school hours when at all possible.

HOME and SCHOOL ASSOCIATION

The Home and School Association is a vibrant segment of The Arts Academy at Benjamin Rush family. Fund-raising activities that enhance the academic, athletic, and artistic lives of our students will be continuous. Please encourage your family to join the Association in September of each academic year. Your assistance, suggestions and engagement are needed for our school's growth. The Home and School Association will meet every other month on a designated evening.

SAC: SCHOOL ADVISORY COUNCIL

Our school advisory council, which meets the first Tuesday of each month, is an advisory body that ensures school-wide representation when discussing matters and making decisions that affect the whole school.

COMMUNICATION WITH THE SCHOOL

In order to meet the needs of our students, it is essential that family members, students and staff, make every effort to communicate openly and frequently.

It is of equal importance that parents keep teachers informed of any developments that might influence the student's performance at school. At the first sign of any difficulty, please contact the counselor and /or teacher of record. Please be assured that we welcome your involvement and that, frequently, the information shared enables us to better meet the needs of the students.

Additionally, all parents and guardians should keep the lines of communication open with students. Daily discussions at home regarding grades and assignments are encouraged. Please contact the teacher if you have any questions concerning student progress or missing assignments. Infinite Campus, a new grading and communication system has been purchased by the district to enhance communication with all stakeholders. More information will be forthcoming as the year progresses.

Grading Scale at The Arts Academy at Benjamin Rush

A:	90-100
B:	80-89
C:	70-79
D:	65-69
F:	50-64

HONOR ROLL

Honors are awarded during the report card grading periods based on the following criteria: Highest Honors are awarded to students who earn straight As; Honors are awarded to those who earn all As and Bs.

GUIDANCE

The counselor's office is located on the first floor next to the main office and is the primary emotional and academic support for the student body. Students should be in close contact with the counselor throughout their years at The Arts Academy since vital college information concerning financial aid and scholarships is available through this office. Students can visit the counselor's office during lunch or they can make an appointment to see the counselor upon arrival to school at the scan machine. Students may also request an appointment via email: ssenner@philasd.org.

LOCKERS

Every student is issued a locker. Student lockers are the property of the school. Students who play large instruments will receive an additional instrumental locker. Students who have gym **MUST** lock their personal items in a locker. Students are responsible for bringing their own locks for gym. Only combination locks are to be used on lockers that are issued to students (no key locks.) Lockers may be searched at any time to assure the safety of the student body and staff members. Students may not share lockers for any reason. If you have any issue with a locker, please notify the office so that the problem may be resolved.

Students may not draw, write, or decorate their lockers with permanent ink. Also, students may not destroy the paint on their lockers with tape or adhesives. Any decorations on the outside of lockers must be temporary and taken down within two days. Decorations must not interfere with the quality of the exterior paint on the locker.

DRESS CODE

All clothing should be appropriate for learning. School spirit attire and the school colors, purple and black, are encouraged. Students are not permitted to have apparel with our school name and/or logo designed, manufactured, or distributed without permission from administration.

Criteria for determining appropriate student attire are:

- The attire must not jeopardize the health and safety of others.
- The attire must not cause disruptions, distractions, nor interfere with the educational process. No offensive pictures or slogans, references to profanity, drugs, alcohol, or sexual content are permitted on clothing.
- Shorts, skirts, and dresses must be no more than 5 inches above the knee of the wearer.
- Clothing that is more than 5 inches above the knee is only permitted in the gym, the dance studio or during after school activities and/or athletics.
- Shirts and tops of mesh or sheer materials or which expose the chest, back, midriff, or undergarments are not permitted.

- Cropped tops are not permitted.
- Baseball caps are only permitted if brim is facing back. No headwear, hoods, or hats that obscure the face are permitted.
- Pants are to be worn at the waist. Undergarments may not be visible.
- Spiked accessories are not permitted.

The principal reserves the right to review the appropriateness of any student clothing and accessories. These guidelines are under the discretion of the principal. Students who violate the dress code will be sent to the main office by any staff member, offered alternative clothing, and /or asked to call home and request that appropriate clothing is brought to school. It is a good idea to keep an extra pair of sweat pants and a T-shirt in your locker for emergencies.

LUNCH PROCEDURES

There will be 4 lunch periods. 3rd period will be a special 25 minute lunch period for students who are taking additional courses that were approved by the principal. Periods 4, 5, and 6 will be 53 minute mixed grade lunches. Students will have the option to go to the library, sit with friends in designated areas of the first floor hallway, or intern with teachers if there is availability that period in the particular class/course of interest. The hallways and the library are quiet zones. Students who are not quiet in these zones will be politely asked to return to the lunchroom.

NURSE and MEDICATION

Our nurse, Judy Williamson, is assigned to our school 5 days a week. Students are permitted to carry inhalers and Epi-pens in school with proper documentation from the doctor. Any other medication must be stored in the health room and administered by the nurse. Please notify Judy Williamson at jwilliamson@philasd.org if you have any questions or concerns. For specific information regarding the nurse's hours and procedures to visit the nurse, please see our website: rushartsonline.org.

VARSITY ATHLETICS

Athletics are an important part of any school. In order to TRY-OUT for a Varsity team, students must get parent/guardian permission and pass a medical examination from a physician. The dates of the permission from both parents/guardians and physicians must be after May 31st of the previous school year. Not all students will be selected to participate.

The School currently offers eight varsity sports:

2017-2018

SEASON	GIRLS	BOYS
Fall	Soccer Volleyball	JV Soccer
Winter	Basketball Bowling	Basketball Bowling
Spring	Softball	Baseball

In addition, Rush Arts has a limited partnership for most sports with Washington High School where our students may try out for Washington in most sports they offer which we do not. Transportation to Washington is the responsibility of the parents/guardians and student will not be dismissed early from class for practices. Please see the comprehensive student athlete handbook posted on the school's website. Rushartsonline.org.

Eligibility for Athletics

Student Athletes must meet several criteria for eligibility to participate in Athletics. The policy can be found on the PIAA website at <http://piaa.org/schools/eligibility/default.aspx> and also in our student athlete handbook.

For additional concerns and questions regarding athletics, please refer to our student athlete handbook under the athletics tab, which can be found online at www.rushartsonline.org

DOUBLING UP IN MATH

The only reason a student would “double up” in math and take both Algebra 2 and Geometry in the same year is to be eligible to take AP Calculus during senior year. Otherwise, there is no reason to double up in math. For students who double up, the 53-minute lunch period will be used for the additional math class and lunch will be provided during advisory.

Students who double up in math during the 10th grade year or who have passed the Algebra 1 Keystones and go directly to Geometry in 9th grade must take Pre-calculus in their junior year. There are no exceptions.

EXTRA-CURRICULAR ACTIVITIES

Participation and commitment to extra-curricular activities are extremely important. Many art, academic and athletic activities will take place before and after school. Colleges often place high value on the level of commitment of the applicant by their involvement in extra-curricular activities when considered for acceptance. Therefore, students are encouraged to initiate and lead club, academic, and athletic activities. Please approach a faculty member about sponsoring any activities that you would like to see at the school. Ms. Kates, our Student Activity Sponsor, will speak to any student who would like to start a club. All clubs associated with health, fitness, athletics or wellness should be reviewed by Mr. Corabi. All clubs associated with the arts should be reviewed by the specific arts major teacher.

Students wishing to participate in extra-curricular clubs before or after school but who are failing a class, may participate in the club as long as it does not interfere with tutoring or academic help for the subject in which they are failing. This policy does not include Eligibility for Varsity Athletics.

Tutoring

Tutoring in the areas of math, literature, and biology will be available after school. Students who request tutoring in other areas of study will be matched with an Honor Society Student.

SCHOOL CANCELLATION

School cancellations will be announced on all local news channels. When school will be closed, an announcement will be made on all local news channels that all Philadelphia Public Schools will Be Closed. You may find more information regarding school closings by going to the School District of Philadelphia's website: www.philasd.org.

LOST AND FOUND

Any lost items that are found in the building will be returned to the main office.

SECURITY SCANNERS and ID CARDS

All students and visitors entering the school building are required to use only the Knights Road front entrance. All other entrance doors are closed for security purposes. Students may not open exterior doors for any visitor or member of our school community.

Anyone entering the building must have their personal possessions X-rayed and pass through the metal detectors.

In addition, students must carry an ID scan card that must be swiped through a computer immediately upon passing through the detector. The first scan card is issued free of charge. Any student forgetting his/her card on a given day must pay \$1.00 per day for a temporary ID. A replacement ID costs \$5.00.

FIRE DRILLS and SAFETY PLANS

Quiet, mature conduct is expected at this time in order to provide a safe exodus for all students in the event of a hazardous situation. Signs are provided in each classroom with emergency evacuation procedures. To activate a false alarm is a criminal offense.

The following must be observed during all fire drills:

- Lights out; windows closed
- Walk rapidly in single file
- Stay with your class/group
- Return to the same classroom from which you came without any talking

Our school has carefully crafted a plan for a variety of emergency and or crisis situation. The procedures for these plans include a lock down, shelter in place and other plans in the event of an emergency. Plans will be reviewed in all advisories with students as part of instructional plan at the beginning of each year and practiced in the form of drills throughout the school year.

LOCK DOWN AND SHELTER IN PLACE PROCEDURES

Quiet, mature conduct is expected at this time in order to ensure the safety of all students in the event of an intruder or lock down situation. Signs are provided in each classroom with emergency situation procedures. To turn a false alarm is a criminal offense.

The following must be observed during all lock down situations:

- Lights out; windows closed; doors locked.
- Stay in or return to your classroom. No students should remain in the hallways.
- Quietly find a place to sit that is out of sight of any windows and doors. Stay quiet and hidden.
- Do not take out or use your cell phone during a standby alert. You must remain quiet until you are notified that the drill or alert is over.

Our school has carefully crafted a plan for a variety of emergency and or crisis situation. The procedures for these plans include a lock down, shelter in place and other plans in the event of an emergency. Plans will be reviewed in all advisories with students as part of instructional plan at the beginning of each year and practiced in the form of drills throughout the school year.

Materials and Equipment

Students are responsible for the care, maintenance, and timely return of all materials and equipment loaned from school including but not limited to text books, technology, athletic uniforms, and instruments.

Students and/or parents will be assessed a fee for lost materials and equipment. Students will not be able to participate in the graduation ceremony until all materials are returned and/or all fees are paid.

TRANSFERRING MAJORS

- Students who would like to transfer art majors will be considered on a case by case basis. Students who are interested in changing majors should approach their assigned art teacher to learn more about the process.
- Due to the school's roster, students may need to be re-rostered into new sections of their core subject areas or a different grade level in their art area. This should be considered when requesting to transfer.

WORKING PAPERS

All students under 18 need special documentation (working papers) in order to be employed. Students needing to obtain applications for working papers should see the counselor.

STUDENTS' RIGHTS and RESPONSIBILITIES

The Arts Academy fosters a climate of mutual respect for the rights of all students, teachers and staff. Students shall exercise their rights and responsibilities in compliance with rules established for the orderly conduct of the school's educational mission. The rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate school rules shall be subject to disciplinary measures designed to correct the misconduct. The objective is to promote positive behavior by all students as they assume their responsibilities as citizens in the school community.

In the age of technology in which we all currently reside, student conduct with regard to the use of school hardware and software, and the responsible use of social media will be strictly enforced. The use of inappropriate web sites and abuse of Internet access by students will be considered a severe infringement of the conduct code. Violators will be subject to disciplinary action based upon the School District of Philadelphia's Code of Student Conduct.

The major goal of our staff is to provide a positive school environment in which all students can achieve to their fullest potential. As in the larger society, rules are necessary in order to develop a wholesome school climate and to protect the health, safety and welfare of all. We ask that you conduct yourself according to these principles to maintain a school of which we can be proud:

Responsibilities of Students

- Respect all members of the school community.
- Be prepared in relation to deadlines, class materials, and personal needs for success.
- Be responsible for communication, work deadlines and quality, setting goals, being truthful, and creating a great school experience.
- Be punctual to school and class.
- Understand and comply with school rules and climate expectations, including the Code of Student Conduct and School Student Handbook.
- Comply with the School District's attendance, dress code, unlawful harassment, and bullying policies.
- Behave in a manner that focuses on academic success.

For more information, student rights and responsibilities as outlined by the School District of Philadelphia are available in the Code of Student Conduct.

DISCRIMINATION (Policy 102)

Its purpose is to ensure equity and justice for all members of the school community, and society as a whole, and to give those members the skills and knowledge they need to understand and overcome individual biases and institutional barriers to full equality.

Federal and state laws prohibit harassment and/or discrimination and as a result the School District of Philadelphia is obligated to investigate and take appropriate action when this policy is violated.

The School District of Philadelphia has created a grievance process for a student who believes he/she has been harassed or discriminated against or been denied the rights guaranteed by this policy. The grievances will be monitored by a School District Title IX Coordinator who will assure that complaints are investigated and resolved. The grievance form can be found in the School District of Philadelphia's Code of Student Conduct.

STUDENT ACCOUNTABILITY GUIDELINES

We ask you to consider and obey the following school codes. Disciplinary action will follow guidelines listed. Consequences not listed can be found in the School District of Philadelphia Code of Student Conduct.

1. Disruption of School or Classroom

Good classroom instruction requires that students be attentive and cooperative. No student shall disrupt the teaching/learning process. Consideration for classmates and neighboring classes must be maintained.

Infractions will be dealt with on an individual basis utilizing student conferences, parent conferences, detention and/or suspension. Students who continuously disrupt the educational process will be referred to the administration by the teacher with documentation of the student's behavior.

Students must serve all detentions issued in order to be eligible to participate in dances, proms, and special events and activities that are not related to the curriculum.

2. Tardiness to Class

Tardiness to class creates disruption and prevents all students from learning. Students are required to be in class by the time the second bell rings. (First bell dismisses from the lunchroom or class, second bell announces the beginning of class). Students must use the time between classes wisely. Teachers will conference with students and contact home if tardiness to class becomes an issue. A meeting with the student, counselor, parent, teachers, and principal will be held if tardiness to class continues.

3. Cutting or Skipping Class

If a student is found outside of class without a teacher's permission or is excessively late to class without permission, the student may be considered cutting or skipping. The student will lose credit for that class and a parent meeting may be scheduled to discuss consequences and to create an action plan.

4. Unauthorized Leaving of School Grounds

Students who leave school grounds without authorization will be suspended. A parent/guardian must attend a reinstatement meeting, which will be indicated on the suspension notification.

5. Cheating

The Arts Academy takes cheating, plagiarism, and all forms of academic dishonesty very seriously. Cheating is any act that can give unfair academic advantage to a student, her grades, or her records.

This includes, but is not limited to, the following:

- Sharing or copying homework,
- Sharing or copying test or quiz answers,
- Taking credit for another person's work,
- Using someone else's writing or work without giving credit,
- Cutting and pasting from the internet or other someone else's work,
- Using any resource to gain information or get answers without doing your homework (i.e. SparkNotes),
- Utilizing or holding a cell phone in hand during testing,
- Communicating during a test or quiz in any way unless permitted by the teacher, or talking to others about a test before all students have taken it.

Cheating or helping someone else cheat will result in academic consequences, to be determined by the teacher.

6. SUSPENSIONS

- Please consult the School District's Student Code of Conduct (which can be found at www.philasd.org) for information regarding infractions that can result in suspension.
- Students who are suspended may not participate in activities during their time of suspension.
- If students are suspended during the days of prom, senior trip, or any special event all money that was paid by that student will be refunded.

7. Homework

The Arts Academy at Benjamin Rush believes that homework and/or independent practice enhances long term and meaningful learning. Therefore, all teachers will regularly assign work aligned with daily objectives that is to be done by students independently. Students are responsible for submitting all homework to their teachers and are expected to set aside time to complete independent assignments. Homework is expected to be submitted by the student on the due date designated by the teacher in order to obtain maximum credit. Homework and independent work contribute to the overall grade point average in each subject area. Please refer to the class syllabi for each teacher's homework policy.

8. Breakfast / Lunch

Breakfast and lunch are free to all students. Students may never leave the building for lunch or have lunch delivered from outsider vendors. While students may bring their own lunch to school, we will not accept deliveries of lunch from parents, family members, and friends during the school day as it is a disruption to our instructional program. If a student forgets to bring lunch, lunch can be obtained free of cost in the lunchroom.

The library will be available to students during the lunch period on most days. Computers are available in the library for student use. No food will be allowed in the library.

9. Smoking

Immediate suspension will result for smoking on campus at any time before, during, or after school.

10. Cell Phones

The School District of Philadelphia supports appropriate use of cell phones in all Philadelphia schools. Because many of our students travel on buses and use cell phones for safety, we allow students to carry phones into the building.

Cell phones must be turned off during class, unless the teacher specifies cell phone use for a specific purpose and/ or lesson. The cafeteria and library, during lunch periods, are the cell phone tech zones. Students will be permitted to utilize their cell phones during their specific lunch period, the cafeteria, library, and lunch zones. **When in tech zones, students must obtain verbal permission/consent prior to taking pictures of any student or staff member with a camera, cell phone, or any other device.**

The principal reserves the right to remove a cell phone or any electronic device from a student's possession if it is reported and determined that a student is utilizing the device inappropriately or irresponsibly. The phone will be returned to the parents/guardians during

a mandatory conference that will be scheduled after the phone is confiscated.

Destruction of any part of the school by this means will be dealt with most severely on an individual basis in relation to the level of the offense and the destruction caused. The staff and students take pride in their environment and those who infringe on our commitment to safe and pleasant surroundings may have their special admission status rescinded.

11. Harassment and Bullying

The Arts Academy faculty and community take harassment and bullying very seriously. All students are expected to behave with respect toward peers and to treat each other kindly.

Any student who feels that he or she is being bullied or harassed verbally, sexually, physically, or online should report the incident to the principal, counselor, or trusted teacher immediately. Faculty members are obligated to investigate any incident. Any student found guilty of bullying and harassment will face serious disciplinary consequences as defined by the School District of Philadelphia Code of Conduct

DEFINITIONS

Bullying: Repeated intentional conduct that is directed at another student or students, in or outside a school setting, that is severe, persistent or pervasive, and that either (1) substantially interferes with a student's education, or (2) creates a hostile learning environment, or (3) substantially disrupts school operation. Bullying occurs with an interpersonal relationship where there is an imbalance of power (e.g., one person is physically larger, stronger, mentally quicker, or socially more powerful.) The conduct may be physical, psychological, verbal, nonverbal, written, or electronic.

Cyber-bullying: Bullying that occurs through electronic communication devices, messages, tweets, blogs, photo and video sharing, chat rooms, dash boards, or web sites.

Harassment: Unwelcome verbal, written, graphic, or physical conduct relating to a student or school community member's gender, age, race, color, sexual orientation, (known or perceived,) gender identity expression (known or perceived,) national origin, religion, disability, English language proficiency, socioeconomic status, and/or political beliefs. Harassment does not have to include the intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual Harassment: Unwelcome conduct of a sexual nature that includes unwelcome sexual advances, requests for sexual favors, and other verbal nonverbal, or physical conduct of a sexual nature.

12. Graffiti

Destruction of any part of the school by this means will be dealt with most severely on an individual basis in relation to the level of the offense and the destruction caused. The staff and students take pride in their environment and those who infringe on our commitment to safe and pleasant surroundings may have their special admission status rescinded.