



**NOTICE: ALL STUDENTS WILL REPORT EVERYDAY BEGINNING ON AUGUST 31, 2021. Townhall meetings will be scheduled during the ADVISORY PERIOD.**

**Bodine High School for International Affairs**

**Student/Parent Handbook**

**2021-2022 “NEW” Edition**

**1101 N. 4th Street**

**Philadelphia, PA 19123**

**http://www.philasd.org/bodine
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***Mrs. M. Dawson, M.Ed.***

 ***Principal***

## A Letter From Principal Dawson…

Dear Students and Families,

 A special welcome back to all of our students after 18 months. While I have always eagerly anticipated the beginning of the school year, this August is particularly meaningful because it will mark the beginning of my 26th year of working with the families and staff during my career in education. I have served as a teacher in four high schools public/private in the city of Philadelphia , a regional instructional specialist assigned by Central Office that serviced eight high schools in the Northeast Section of Philadelphia , and as an Assistant Principal in three schools in West Philadelphia, Germantown and Roxborough. I have also worked with the Office of Curriculum as a writer of high school curriculum for English for the School District of Philadelphia. Currently, I am working on my Ph.D at Gwynedd Mercy University. This marks my third year at Bodine and I look forward to continue working with our families, students, school partnerships and staff members.

Partnering with families will be crucial this year as we continue to face many obstacles due to the global pandemic.  We appreciate your support as you work with students to practice safety protocols such as wearing a mask and washing hands. We encourage families to stay connected all year and informed by following our District and Bodine websites for important updates and information regarding our reopening plans.

 As it has been in previous years, we will continue our commitment to helping all students develop their intellectual capacity, academic skills, and social competence so that they will be prepared to effectively negotiate the demands associated with living in an ever-changing 21st century. Beyond the rigors of their academic program, it is our goal to instill within each student the essential principles of pride, respect, and responsibility so that they will become productive and contributing members of our increasingly global society.

 High expectations, which have been established by our qualified and dedicated staff, will be maintained while also providing a safe and nurturing student-centered community that fosters respect for individual differences. At Bodine, we will strive to make the learning process a positive and rewarding experience while maintaining a desire to develop a generation of inquisitive young adults who will become lifelong students in their various pursuits of excellence.

 I am also very excited about working with the active and involved parents that help to make Bodine a wonderful place for our students to learn and grow. I look forward to doing whatever I can to support their efforts and encourage you to become a member of our School Advisory Council. Volunteering and participating at various events throughout the school year will also benefit not only your child, but all of the students of Bodine. So that you are informed, please visit our website for the most up to date information about our school and all things related to the Bodine Ambassadors.

 Please know that I am always available to discuss any questions or concerns related to serving you and the students of Bodine High School for International Affairs. Everyone at Bodine is looking forward to a very positive, productive and rewarding 2021-2022 school year as the entire staff work collaboratively with your child and you.

Sincerely,

Mrs. M. Dawson, M.Ed.

Principa

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 **Section One : Overview of Key Information for Both Families and Students**

**The Bodine Vision**

The vision of the William W. Bodine High School for International Affairs is to provide our students with a comprehensive educational experience that expands students’ interests to include global issues and prepares them for a lifetime of achievement and participation in the local, national and global communities.

**Bodine Mission Goals**

* To offer a rigorous and comprehensive college preparatory program for all students.
* To enable students to exceed School District of Philadelphia requirements through the achievement of 28 school-based credits, higher-level diplomas or individual certificates from the International Baccalaureate Organization and the College Board’s Advanced Placement program.
* To provide a coherent international studies program that encourages worldwide travel through the organizational support of the World Affairs Council of Philadelphia and other internationally recognized organizations.
* To provide opportunities in a nurturing and harmonious atmosphere that is characterized by individual integrity and mutual respect within a high school with a small and diverse student population.
* To promote global awareness through intensive study of foreign languages, history, language arts, visual arts, mathematics, science, international politics and economics, and information technology. All Bodine teachers will infuse internationalism into the School District Core Curriculum across all disciplines.
* To complement the academic program with leadership opportunities for students, fostering the development of individual talents, academic achievement and civic responsibility.
* To develop an academic program which recognizes the value of disciplined, ethical thinking, cultural differences, and a variety of world views.

**District Vision Statement**

## Our Vision

### *All children are capable of reaching their fullest potential, and they deserve a safe and nurturing school community where they are valued, respected and encouraged.*

### *Our vision is to ensure that all students are given an education that allows them to thrive, succeed and lead in a global society.*

### *We are committed to making the changes needed to provide our students, educators and leaders with the tools to make this vision real.*

 **District Mission Statement**

## Our Mission

We believe that education is the key to fostering equity in society, and that education itself must be equitable, especially in a city with a high rate of poverty and in a school district with a majority of students of color and many with special needs. Educational equity means giving each student what they need to reach their fullest potential. This means that some students will require more support and resources than others; and we need to be prepared to meet those needs.

This work is urgent. As a Board, this means our agenda must drive systemic change and dismantle racist practices in a system that far too often has gone unfunded and unchanged. This also means focusing our priorities on student learning and ensuring every child has the resources they need to thrive in our classrooms.

We believe that if we move forward with deep intention and center our work through the lens of racial equity, then we will empower all our students to achieve success. For the Board, the fundamental way to accomplish this is through setting clear expectations for what our students must know and be able to do and then rigorously monitor our progress toward achieving our goals over the next five years. We will not accept sustained disparities in student performance and will commit to ensuring that all of our students succeed.

**SDP College & Career Goal: Every student graduates ready for college and careers.**

Goal 4: The percentage of students who are proficient on all three state high school assessments (Algebra, Literature, and Biology) by the end of their 11th grade year will grow from 22.2% in August 2019 to 52.0% by August 2026.

○ Leading Indicator 4.1: The percentage of students in grades 9-11 who score at or above grade level on the District's within-year math and reading assessments in Fall, Winter, and Spring each year.

○ Leading Indicator 4.2: The percentage of students who are proficient on all three state high school assessments (Algebra, Literature, and Biology) by the end of their 10th grade year.

○ Leading Indicator 4.3: Closing the Gap - The percentage of students, by subgroup, who are proficient on all three state high school assessments (Algebra, Literature, and Biology) by the end of their 10th grade year.

SDP GUARDRAILS

**Welcoming & Supportive Schools**

Guardrail 1: Every school will be a safe, welcoming and healthy place where our students, staff and community want to be and learn each day. This means that our schools will be: 1) environmentally safe and clean; and 2) spaces with inclusive climates that provide students with access to robust social, emotional, and mental health supports.

○ Indicator 1.1: The percentage of schools with both a high Overall District Wide Survey Climate rating and a high Overall District Wide Survey Instruction rating will grow from 17.7% (38 schools) in August 2020 to 58.6% (126 schools) by August 2026.

○ Indicator 1.2: The percentage of schools certified as Lead-Safe and identified as No Asbestos Detected (NAD) will grow from X% in August 2020 to Y% by August 2026. *(Data Availability TBD)*

○ Indicator 1.3: The percentage of schools with at least two FTE (full-time equivalent) positions, per 500 students, to support student mental and behavioral needs will grow from 43.3% (93 schools) in August 2020 to 71.2% (153 schools) by August 2026.

**Enriching & Well-Rounded School Experiences**

Guardrail 2: Every student will have a well-rounded education with co-curricular opportunities, including arts and athletics, integrated into the school experience.

○Indicator 2.1: The percentage of K-8 students enrolled in visual or performing arts courses at each school will grow from 89.9% in August 2020 to 100.0% by August 2026.

○ Indicator 2.2: The percentage of high school students participating in co-curricular activities, including athletics, at each school will grow from X% in August 2020 to Y% by August 2026. *(Data Availability TBD)*

**Partnering with Parents/Family Members**

Guardrail 3: Every parent and guardian will be welcomed and encouraged to be partners in their child’s school community.

○Indicator 3.1: The percentage of schools with a high Overall District Wide Survey School Relationship rating will grow from 20.0% (43 schools) in August 2020 to 61.9% (133 schools) by August 2026.

○ Indicator 3.2: The percentage of schools that have a School Advisory Council (SAC) that holds three or more meetings per year will grow from 89.3% (192 schools) in August 2020 to 100.0% (215 schools) by August 2026.

**Addressing Racist Practices**

Guardrail 4: Our students' potential will not be limited by practices that perpetuate systemic racism and hinder student achievement.

○ Indicator 4.1: Among 8th grade students who are qualified to attend Special Admission High schools, the percentage who are Black/African American or Hispanic/Latinx will grow from 33.8% in August 2020 to at least 52.0% (making progress towards being proportional to population as a whole) by August 2026.

○ Indicator 4.2: The percentage of suspensions received by Black/African American students will decrease from 72.6% in August 2020 to no more than 48.3% (proportional to population as a whole) by August 2026.

**Bodine Quick Facts**

Founded in 1981, Bodine High School is a special admission public magnet school located in the Northern Liberties section of Philadelphia. Bodine High School made the U.S. News and World Report Rankings of schools for 2020 and 2021. Additionally, Bodine has won the Pennsylvania Governor’s Civic Award Silver for 2018-2019, 2019-2020, and 2020-2021.

**ACADEMIC PROGRAM**

Bodine High School for International Affairs is a 2009 National Blue Ribbon School that offers a unique academic program of global education, including world languages, computer technology, and special elective courses in international business and economics, and the arts. Students develop the skills needed for university programs leading to careers in law, diplomacy, public policy, government service, international trade and commerce, communications and education. Bodine requires students to study a world language for four years. Students are also required to enroll in International Baccalaureate courses as a junior, continuing into their senior year. Bodine High School offers students several pathways for acceleration: IB, AP and Dual Enrollment. As a member school in the International Baccalaureate Organization, Bodine is authorized to offer the International Baccalaureate Diploma Programmed, a rigorous, comprehensive and externally moderated pre-university curriculum, which qualifies successful students for admission to competitive institutions of higher learning in the United States and abroad. The World Affairs Council of Philadelphia is the co-founder of the school and sponsor of numerous co-curricular and extra-curricular programs. Through this unique partnership the academic program of Bodine High School is enriched on a weekly basis by speakers, day trips, museum visits, dramatic performances, assemblies, seminars, visits by foreign diplomats and dignitaries, national policy briefings, simulations, cultural experiences, student productions and other international events sponsored by the Council. Students who maintain high academic and behavioral credentials qualify for mentoring programs with cooperating colleges and universities, independently-sponsored travel and study programs, Bodine’s annual spring trip abroad, internships with regional corporations, as well as summer, semester and full-year study abroad programs.

**Enrollment**

* Approximately 657 students in grades 9-12
* Class of 2022: 131 students

**Academic Overview**

4.0 GPA scale

Additional .5 points for honors courses; additional 1 point for AP/IB courses

A     93-100         4.00         C+   77-79        2.33

A-    90-92         3.67         C     73-76        2.00

B+    87-89         3.33         C-    70-72        1.67

B     83-86         3.00         F    0-69         0.00

B-     80-82         2.67

* Every student **must**take IB History their junior year
* Students take five academic courses per year

**School Supplies vary class to class but below is general list for all students :**

* **Graphing calculator is a must- TI-84, Ti’Nspire or a Ti-83+ are all acceptable during personal use in classroom/home.**
* **Notebooks and writing utensils- while students have chromebooks, it will help with organization if a notebook/copybook and writing utensils are handy.**
* **Chromebook cover- you may want to purchase a protective cover for your device.**
* **School supplied items- the school will supply class books or virtual textbooks if needed, and necessary materials for classes such as art and music.**
* **Teachers may request specific materials that can enhance a student’s learning experience in their specific content area after August 31, 2021.**

**Section Two : Academic Policies, Procedures and Protocols**

Graduation Requirements:

NOTE : **If families or students have questions about graduation requirements, consult directly with your assigned counselor who has been trained to do transcript evaluations. Teachers and other staff have NOT been trained by SDP in reviewing credit attainment progress.**

All seniors are required to complete a senior project which includes a research paper on the topic of their choice and an oral presentation component. **PLEASE BE ADVISED THAT ALL CLASSES ARE IMPORTANT AND THE EXPECTATION IS THAT BECAUSE YOU ATTEND A SPECIAL ADMIT SCHOOL, THAT YOU MAINTAIN ACADEMIC EXCELLENCE. COLLEGES AND UNIVERSITIES LOOK AT YOU ON PAPER FIRST BEFORE MEETING YOU IN-PERSON TO DETERMINE YOUR QUALIFICATION TO ATTEND.** A student must complete 23.5 credits in order to graduate, with the following credit breakdown requirement per subject:

From the Updated SDP Graduation Handbook 2021-2022

A 12​th​ grade student shall graduate if they:

●Successfully complete a Multidisciplinary Project or a Service Learning Project

●Earn a total of 23.5 credits, which include:

o 4 in English

o 3 in Mathematics

o 3 in Science

o 3 in Social Studies

o 1 in African American History

o 2 in World Language

o 2 in Arts and Humanities

o 1 in Physical Education

o 0.5 in Health

o 4 in electives

One elective must be a college preparatory Mathematics or Science course, an IB course, an

AP course, or a terminal CTE course. Schools or programs may predetermine specific subject

area elective credits.

\*A change in the graduation requirements, Act 158 of 2018, establishes additional requirements for high school

graduation effective with the graduating class of 2022. The law creates multiple alternative pathways to graduation

for students who are not proficient on the three Keystone Exams in Algebra I, Literature and Biology. See the ​PDE

website​ for more information.

Scheduling errors and/or missing transfer transcripts do not exempt a student from completely fulfilling district

graduation requirements. The Chief of Schools must approve any substitutions for requirements in writing.

All children with disabilities in Pennsylvania have the right to earn a regular high school diploma. Children can earn a

diploma by completing the same courses and earning the same number of credits as regular education children. Or,

a high school diploma can be awarded to a child with a disability who completes the special education program

developed by the IEP Team, graduating by IEP goals​.

Promotion Policy

Promotion from grade to grade is based on credits earned:

●Promotion from 9th to 10th grade – 5 credits

●Promotion from 10th to 11th grade – 11 credits

●Promotion from 11th to 12th grade – 17.5 credits

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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%

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 grade book, Infinite Campus, the Student Information

System. It is recommended that students receive written feedback in each course at least twice weekly - teachers

would thusly enter at least two grades per week.

Grading Scale

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

to all subject areas:

Alpha Num. GPA Alpha Num. GPA Alpha Num. GPA

A+ 100-97 4.0 A 96-93 4.0 A- 92-90 3.7

B+ 89-87 3.3 B 86-83 3.0 B- 82-80 2.7

C+ 79-77 2.3 C 76-73 2.0 C- 72-70 1.7

D+ 69-67 1.3 D 66-63 1.0 D- 62-60 0.7

F 59-50 0.0

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 close of the next term grading window or the grade will convert to a 50.

Incompletes 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 percent grades. Students

whose final average falls below a 60 will not earn credit for the course.

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Grade Changes

Any adjustment of a report card grade must be properly documented. Grades changes will only be made at the

request of the teacher of record; administrators ​cannot​ override a report card grade without the approval of their

assistant superintendent. Grade changes can only be made if there is an educational justification. Examples include:

●Discovery of a grading error

●Teacher-based decision to accept make-up work

●Entry of a previously missing grade

●Completion of an Edgenuity grade improvement module

●Score / percent grade mismatches

Current Year Grade Changes

To request a grade change, the teacher of record must submit a Change of Grade Form to an administrator. The

form must include the new term grade, new calculated final grade (if needed), justification for the grade change, and

their signature. The administrator will review, sign, and make applicable changes in Infinite Campus SIS. A new

report card will be generated for the student. The Change of Grade Form will be sent to the network superintendent

and kept on file at the school until one year after the student’s graduation.

Historical Grade Changes

Grade changes for courses appearing on student transcript follow a similar process. The teacher of record submits a

Change of Grade Form to an administrator. The administrator will review and sign. Approved Change of Grade

Forms will be sent to the Office of School Organization and the network superintendent. Only complete forms will be

accepted and must include justification for the change, teacher signature, and principal signature. The Office of

School Organization will update the grade on transcript. However, prior year report cards will still reflect the outdated

grade. Schools will keep the Change of Grade Form on file until one year after the student’s graduation.

Students with Disabilities

Students with disabilities are expected to make on going progress on their IEP goals and objectives that are based

on the general education curriculum. Differentiated progress monitoring is reflected by:

●Students’ performance on curricular goals

●The process for completing work

●Sustaining effort on meeting their IEP goals and objectives having been provided with appropriate aids,

services and accommodations

IEP teams are to review the IEP on a regular basis, to monitor and revise the IEP, as appropriate, to promote the

student’s progress.

English Learners (ELs)

English Learners cannot be given a failing mark based on their level of English proficiency. For failing marks,

teachers must provide documentation that scaffolded instruction was provided and that multiple forms of assessment

were utilized. In addition, parents must be notified when student is not making sufficient progress.

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Link for the entire SDP Grading Policy Book Below:

<https://docs.google.com/document/d/1hI_idEEdqisRUVQcT82JNulTy_Nw-aM_DYo-1bSbVd0/edit?usp=sharing>

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**Course Offerings**

English

* English 1 Honors (Honor English was not offered in the 2020/2021 school year), English 2, English 3, English 4, AP Literature and Composition, IB Literature HL1, IB Literature HL2

Math

* Algebra 1, Algebra 2, Geometry, Pre-Calculus, IB Math Applications and Interpretations SL1, IB Math Analysis and Approaches SL1, AP Calculus, IB Math Applications and Interpretations HL1, IB Math Analysis and Approaches HL1

Science

* Biology, Chemistry, Physics, IB Biology SL1, AP Physics, AP Environmental Science, IB Biology SL2, Intro to Biotechnology (dual enrollment), Astronomy, Anatomy and Physiology, Contemporary Issues in Science

Social Studies

* World History, African American History, IB History HL1, AP US History, AP World History (online), IB History HL2, Social Science

World Languages

* Portugese 1, Spanish 1, French 1, Portuguese 2, Spanish 2, French 2, IB Portugese 1 IB Spanish HL1 IB French HL1, IB French Ab Initio SL1, IB Portugese HL2, IB Spanish HL2, IB French HL2, IB French Ab Initio SL2

Health & Physical Education

* Health, Physical Education

Arts & Humanities/Electives

* Visual Arts 1, Ceramics/Crafts, Instrumental Music, Graphic Design, Visual Arts 2, Creative Writing, IB Visual Arts, Survey of Law, AP Human Geography (online), Intro to Business, IB Business Management HL1, IB Business Management HL2, Intro to Film & Production, Peer Group Connection,

**Policy Regarding Repeated Courses**

If a student in grades 9-11 does not successfully complete a course for credit during the academic school year, the following options exist-

* the student can provide payment and enroll in a School District of Philadelphia approved summer school, taking the same course for credit.
* the student can take the same course, or it’s equivalent, the following academic school year (when possible)

If a student in 12th grade does not receive course credit during the academic year, the following option exists- if eligible for graduation upon successful completion of the course, the student may participate in a School District of Philadelphia Summer School program.

\*Beginning with the Class of 2017, students must pass the Algebra 1, Literature, and Biology Keystone exam prior to graduation.

\*And completed a Multidisciplinary Project or a Service Learning Project successfully.

\* Must have completed 30 hours of Community Service for each of the four years.

### Attendance Policy and Resources For Families

* [Absence Excuse Notes](https://www.philasd.org/studentrights/programsservices/attendance-truancy/absence-excuse-notes/)
* [Attendance Works Multilingual Family Handouts](https://www.attendanceworks.org/resources/handouts-for-families/)
* [Quick Reference Sheet for Families](https://www.philasd.org/studentrights/wp-content/uploads/sites/67/2020/10/Quick-Reference-Sheet-for-Families.pdf)
* [Read by 4th Family Packet 2019](https://www.philasd.org/studentrights/wp-content/uploads/sites/67/2019/08/Family-Packet-2019.pdf)
* [Board of Education Policy 204 – Student Attendance](https://www.philasd.org/schoolboard/wp-content/uploads/sites/892/2020/06/204_Attendance_Policy-6.25.20.pdf)

**EXAMINATIONS AND ASSESSMENTS**

The School District has instituted annual PSAT administration for grades 9, 10, and 11, and SAT for grade 12. This enables students to practice over several years and take the SAT during the school day at no cost to students. Teachers may opt to give quarterly assessments, mid-terms, or finals in certain classes, which will carry significant weight on the students’ grades. Such tests are at the teachers’ discretion, and will appear in the course syllabi. The State of Pennsylvania requires that students take Keystone examinations at the end of three courses of instruction: Algebra 1, Biology, and Literature. At Bodine, Algebra 1 is the first math level offered, along with Biology in the freshman year. Keystone examinations for these subjects are administered in May of the freshman year. If a student has already passed the Algebra 1 Keystone, there is no need to take it as a freshman. The Keystone examination for Literature is administered in May of sophomore year at the completion of English 2. Students completing IB courses and AP courses will take the required end-of-course examinations in May. Students are required to take all course examinations when fees are paid by the District or school, without exception. If a student fails to take an examination, the student is expected to reimburse the District or school for the cost of the examination.

**FIELD TRIPS**

Bodine teachers frequently conduct field trips to enhance the study of international affairs and enrich the curriculum. Guidelines have been established to assure parents that all trips have significant educational merit. Student participants must adhere to the standards set for dress and behavior and follow directions from their chaperones so as to represent the school in a positive manner. Permission slips must be signed by the student’s parents and teachers and submitted before the deadline. Teachers have the right to withhold permission for academic and disciplinary reasons. The disciplinarian will also review the permission slips to verify that the students are current with detentions and have not lost eligibility due to lateness. Students who fail to 1) obtain permission from all parties, 2) submit the permission slip on time or 3) dress as required will lose the opportunity to participate. Students who fail to meet these requirements will remain in school and attend classes as scheduled. Additionally, students who have lost privileges as a result of the disciplinary process will not be permitted to participate in class trips. All students who do not participate in a trip in which other members of the class are involved are expected to attend a full day of school. Students who fail to attend on the day of a trip must have a note from the doctor in order to be excused.

**GUEST TEACHERS**

Bodine is proud of the attendance of its students and its teachers. It is also proud of its courtesy. When a teacher is absent and another individual assumes the teacher’s duties, it is the responsibility of all members of the school community to act in a hospitable and helpful manner. Students are expected to arrive promptly, take their assigned seats, remain in the classroom, complete all work assigned and cooperate respectfully. Students must present their official school ID to a guest teacher when requested. Students are not to request permission to visit the counselor, the office, the library, the computer lab or any other destination. They are also to acknowledge that any special privileges accorded to them by their regular teacher will not be in effect until their teacher returns.

**GUIDANCE SERVICES**

The Counselors are available to assist students in course selection, career exploration, summer programs, and school adjustment as well as family and social concerns. The counselors also assist students in planning for college, SAT testing, financial aid and scholarships. Student support funds such as White-Williams Scholars and the Ellis Foundation are administered by the counselors, as is assistance for those who are homeless. College catalogues and computers for college research are available through the counselors. The Counseling Department also coordinates the RtII program, articulates with behavioral and mental health services, facilitates many community partnerships, sponsors “Safe Space,” and arranges for small and large group college and career workshops. Meeting with a counselor is **not** **an appropriate alternative to attending regularly rostered classes.** Therefore, students who wish to speak with a counselor should request an appointment during lunchtime or before and after school. They are not to wait outside the counselor’s office without an appointment.

**HALL PASSES**

Bodine has instituted generous passing periods and lunch periods to give students sufficient time to attend to their needs. Therefore, it is expected that students will rarely require hall passes. While moving about the building during school hours, students must carry hall passes. When a student is excused from class, he/she must present an official Bodine hall pass and have the teacher indicate the time, destination and signature. The student must also sign-out on the teacher’s log. Students should ask to leave class only for emergencies. Visits to the restroom, water station, locker, main office or counselor, etc., are not valid reasons to leave class. Students are to go only to the location indicated by the teacher on the hall pass. Abuse of the hall pass privilege will result loss of hall pass privileges and applicable disciplinary consequences.

**HEALTH SERVICES**

The nurse is a key member of our RtII Team, who is required to monitor student attendance patterns that are associated with health issues. Therefore, all parents of students with severe chronic or acute illnesses must register their children’s cases anew each new school year by making an appointment with the nurse and providing up-to-date medical reports that give clear and compelling information to ensure 1) that the case is being managed by an appropriate specialist and 2) that the school knows what to expect from and how to respond to the student’s condition. The information provided should also verify the extent to which the student’s condition may require frequent absences that might result in the student’s failing to meet the District’s attendance standard of 95% or better for each pupil. Students who must take medication on a regular basis must give the medication to the nurse in the original prescription container. The nurse is available for consultation if students or parents need to discuss health problems. First aid and emergency treatment are available in the Health Room for injuries sustained and illnesses that arise during the school day. If a student becomes ill, he or she should ask the teacher for a pass to the Health Room (405). **If the nurse is not available, the student should report to the Main Office**, and the administrator will contact the student’s parent. If the student must be sent home, a parent or an adult named by the parent must come to take the student home, in accordance with School District of Philadelphia policy. At no time will students be dismissed to travel home without adult supervision, regardless of age. If a student needs to go to the hospital, the school will contact the parents and make the arrangements. Therefore, the school must have current and accurate emergency contact information including the home telephone number, the parents’ daytime work and cell phone numbers and the names of other trusted adults in case the parents cannot be reached. In the case of a life-threatening emergency, the school nurse or administrator will call for an ambulance immediately and notify the parent immediately thereafter. Under **no circumstances** should any student **leave** the building without permission with the excuse that he/she is too sick to remain in school **OR cut class** on the pretext that he/she was too ill to seek help. If a student is ill, he or she must report to the nurse or to the office for assistance. Should a student contact his/her parent before being examined by the school nurse and the parent arrives at the school before speaking to the school nurse, the student understands that he/she may not be given an excused absence by the nurse and not be permitted to leave school with the parent.

PPE Protocols: **HERE** <https://www.philasd.org/ringthebell/>

**INTERIM REPORTS**

Interim reports are available at the mid-point in each quarterly marking period. Parents will be reminded electronically to check their child’s progress on ParentLink through the School District’s website. Interim reports are intended to alert parents to potential problems and encourage them to help students improve. While this interim reporting is done quarterly, parents are encouraged to check their child’s progress on a regular basis using ParentLink.

**INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME**

Bodine High School is authorized to offer the International Baccalaureate Diploma Programme to qualified juniors and seniors. This rigorous, comprehensive program features seven courses, 150 hours of Creativity, Action and Service, and an Extended Essay of 4,000 words. The application process begins in the second semester of the freshman year when students must choose the prerequisite tenth grade courses. Selection for the diploma program takes place in the second semester of the tenth grade when students apply for the eleventh grade IB roster. The students’ continuation in the program through twelfth grade is contingent upon his/her achieving critical milestones and meeting the school’s criteria for scholarship (GPA 2.75), attendance and punctuality (95%), teacher endorsement, conduct and academic integrity

**LOCKERS**

Each student requesting a hall locker is assigned one with a built-in combination lock. Lockers are intended for the temporary storage of clothing, books and supplies and must not be used for any other purpose. Students must not share lockers or put their own locks on the hall lockers. **The school cannot** **accept responsibility for any losses from lockers.** Students who use hall lockers do so with the understanding that all lockers are the property of the School District, which reserves the right to enter lockers and conduct searches at any time, without the permission of the student. Further, students must understand that such locker searches are lawful and any items found therein, which are unlawful to possess, or which have been used contrary to school rules or policies, will be confiscated and the individual assigned to the locker will be held responsible and disciplined accordingly. For the security of students and the wellbeing of the school community, these guidelines must be observed:

1. Do not share your locker combination with ANYONE.
2. Do not store the property of others in your locker.
3. Do not store your property in anyone else’s locker.
4. Visit your locker ONLY before and after school and during passing times.
5. Do not plan to go to your locker after every class; going to your locker is **never** an excuse for lateness to the next class.
6. Do not visit your locker during your lunchtime after the first 10 minutes of the period have passed.
7. Report problems with your locker to the Main Office promptly.
8. Treat your locker with respect, for you are responsible for any damage to it.

**See also: Gym Lockers (under Physical Education)**

### LOST AND FOUND

The lost and found department is located in the main office. Students who find property lost by others are expected to bring the item to the office without delay.

**NATIONAL HONOR SOCIETY**

Induction into the National Honor Society is a privilege given to students whose **entire high school record reflects commitment to high standards for academics and citizenship.** Candidates are selected by a committee of Bodine educators who review applications for consistent excellence in the four National Honor Society domains: scholarship, service, leadership and character. No student is admitted based solely on grade-point average or any other single criterion. The selection committee reviews each student’s documentation in conjunction with other data including, but not limited to, attendance and discipline records dating from the time of admission to Bodine. The applicant’s eligibility in terms of character and leadership is determined by his/her discipline record. Therefore, suspension, frequent uniform violations, chronic lateness, cheating or failure to respond to corrective interventions constitute strong and compelling indications that the student, regardless of academic capability, does not meet the requirements for membership. We must emphasize that students who do not meet the standards for character and leadership will be denied admission, just as they would be denied if their academic performance or service records were inadequate. NHS members who violate the standards following admission will lose their standing in the society.

**PARKING**

Students are not permitted to park in the schoolyard. Students who drive to school must park in the neighborhood and accept all the risks associated with on-street parking.

**RESTROOMS**

In order to ensure that restrooms are clean and safe, students are expected to cooperate with the staff members assigned to supervise those areas. Restrooms are not to be used as meeting places. Students who have received a restroom pass from their teachers must use the restroom nearest to their point of departure. The restrooms in the basement are available ONLY 1) to students enrolled in the gym classes at the beginning and end of the gym periods and 2) to students who are eating lunch in the basement. **Students are never to enter staff restrooms**.

**ROSTERS AND ROSTER CHANGES**

Each student has a roster that enables him/her to earn seven credits per year. All students are assigned to an advisory class and one lunch period. Students’ rosters are based on the selections that the students made the year before, unless space limitations or the individual’s progress toward graduation necessitates an alternative schedule. If a student did not return the subject selection form in the spring, he or she will be assigned classes in which there is space. Students who wish to drop or add a subject should first discuss the matter with the teacher(s) involved, who may then contact the Counselor, Roster Chair, and Principal to set up a mandatory parent meeting to discuss the matter. **The principal must approve all proposed roster changes**.

**SCHOOL CALENDAR/GENERAL SCHOOL AND DISTRICT INFORMATION**

Refer to the school webpage for important school events: www.philasd.org/bodine

Refer to the School District of Philadelphia’s webpage for important District-wide information:

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

**SERVICE REQUIREMENTS**

Bodine students are expected to accrue a total of 100 hours of service (to the school and/or community organizations) during their four-year period of enrollment. Forms for verification of service are available in the Counseling Suite. These forms should be completed by the student and signed by his/her supervisor in an on-going fashion and returned to the counselor who will place them in the student’s file. Students who contribute to certain school activities, such as our traditional assemblies, International Day, Freshman Orientation, the High School Expo, etc., can earn school service hours for their participation. The requirement for IB Diploma Candidates is 150 hours of Creativity, Action and Service, and these must be documented in the 21-month period between the end of their sophomore year and April 1st of their senior year.

**STUDENT RECORDS**

Under federal and state law students and their parents have the right to review their educational records. If you or your parents wish access to your records, you should contact your counselor with a written request. Within a reasonable time, you will be notified of an appointment for the inspection. Educational records may not be released to third parties (e.g. colleges and employers) without written consent.

**SUSPENSION**

Because of the privileged nature of their membership in the Bodine community and because of high standards that traditionally have distinguished the Bodine High School culture, all Bodine students are expected to follow school rules and adhere to the School District Code of Student Conduct. Students who have been suspended for failure to meet this standard forfeit all participation privileges for five (5) school days following the suspension. They forfeit the privileges of representing the school in off-campus events for ten (10) school days and of performing in assembly programs for 20 school days following the suspension. Students who have been suspended also forfeit the privilege participating in dances and major trips for one full marking period (10 weeks) following the suspension. The loss-of-privileges clause has important implications for senior students because misconduct at any time during the senior year will result in the loss of the next senior privilege. Depending on when the violation and resulting suspension occur, students may forfeit the Senior Breakfast, the Senior Trip, the Prom, or the Graduation Ceremony itself. *Students who are on suspension are not allowed in the school building or in the school yard. They may not participate in any after school events. Violators will be arrested for trespassing.*

**TUTORING**

Any student who experiences difficulty in a course should arrange a conference with the teacher to discuss the problem. The teacher will offer extra help. It is the student’s responsibility to accept the offer of help and meet with the teacher at the times designated, whether before school, after school or during a lunch period. Students are expected to assume responsibility for addressing academic problems at the first sign of difficulty. Peer tutoring is available during lunch periods in the library on a first-come, first-served basis or through teacher referral.

**College Acceptances** (Class of 2021)

\*Colleges in bold indicate where students have matriculated

Alabama State University

**Albright College**

Allegheny College

Alvernia University

American International College

**Arcadia University**

Baylor University

Bloomsburg U. of PA

Boise State University

Boston College

Bowie State University

Bucknell University

Cabrini University

California U. of PA

Carlow University

**Centre College**

Chestnut Hill College

Cheyney U. of Pennsylvania

Clark Atlanta University

Clemson University

Columbus Coll. of Art & Design

**Community Coll. of Phila.**

Dickinson College

Dillard University

**Delaware County Comm. Coll.**

Delaware Valley University

DeSales University

**Drexel University**

Eastern Mennonite University

Edinboro U. of PA

**Emory University**

Fairleigh Dickinson University

Fisk University

Fordham University

Georgia State University

Gettysburg College

Gwynedd Mercy University

**Hampton University**

Harrisburg U. of Sci. & Tech.

**Haverford College**

Hawaii Pacific University

**Holy Family University**

**Howard University**

Immaculata University

Indiana U. of PA

Kean University

Kutztown U. of PA

La Salle University

**Lehigh University**

Lincoln University

Louisiana State University

Loyola University Chicago

Loyola University Maryland

Lycoming College

**Mansfield U. of PA**

Marymount University

Marywood University

Millersville U. of PA

Mississippi State University

Moore Coll. of Art & Design

Morehouse College

Morgan State University

Muhlenberg College

Neumann University

New Jersey City University

Norfolk State University

North Carolina A&T University

North Carolina Central U.

North Carolina State University

Northeastern University

Ohio State University

Ohio University

**Penn State University**

Rider University

Rosemont College

Rutgers University

Saint Joseph’s University

Savannah Coll. of Art & Design

Seton Hill University

**Shippensburg U. of PA**

Slippery Rock U. of PA

Spelman College

Stevenson University

SUNY at Fredonia

Susquehanna University

Swarthmore College

**Temple University**

Texas A&M University

**Thomas Jefferson University**

Tuskegee University

University of Alabama

University of Arizona

University of Connecticut

University of Delaware

University of Georgia

University of Houston

University of MA-Lowell

University of MD-Baltimore County

University of MD-College Park

University of MD-Eastern Shore

University of New Hampshire

University of Oklahoma

University of Oregon

University of Pittsburgh

University of the Sciences

University of Scranton

University of South Carolina

University of Tampa

University of Vermont

Ursinus College

**Villanova University**

**West Chester U. of PA**

**Widener University**

Xavier University

Xavier University of Louisiana

York College of Pennsylvania

**ASSEMBLIES**

The extensive assembly program is a distinctive component of the Bodine experience. Assemblies are conducted to provide information and experiences that extend learning beyond the scope of the classroom. Typical assemblies include drama, dance, musical ensembles, cultural productions, and speakers from governmental, scientific, and educational entities. Student-produced assemblies provide opportunities to showcase talent and develop leadership. Assemblies are also scheduled to conduct class meetings and other school business as well as to honor student achievement. Bodine sets high standards for behavior during assemblies, and students must adhere to appropriate etiquette guidelines.

**BEHAVIOR & CODE OF CONDUCT**

Bodine maintains a distinctive climate of civility, which is immediately apparent to all guests and newcomers to our building. Bodine students are expected to contribute to that special tradition of civility in addition to complying with the School District Code of Conduct (cited under that heading). Bodine students are expected 1) to show respect for and consideration of the rights, privileges, feelings, needs and property of others; 2) to respond respectfully to correction from staff members and comply readily with redirection; 3) to recognize their responsibility to maintain a harmonious school climate by avoiding malicious, insensitive and damaging remarks, gestures and actions; 4) to keep their hands to themselves and avoid invading the personal space of others; 5) to refrain from gossiping and instigating confrontations among their peers; 6) to avoid ridiculing, harassing or bullying one another based because of physical appearance, gender, ethnicity, religion, income, competition for another’s affection, etc. though indirect as well as direct means; 7) to conduct themselves on the Internet as they are expected to conduct themselves in person; 8) to bring items that others have lost to the main office immediately so that the owner may be located; 9) to bring rumors to an administrator or counselor rather than spreading them around the school; 10) to report violations of this code (including cyber-bullying) to a teacher, counselor, or administrator immediately. Students who have been made to feel uncomfortable by inappropriate comments or incidents should report the situation immediately to an administrator, counselor or teacher. The Bodine community agrees that:

* Teachers will be courteous, respectful, attentive and fair to all students.
* Teachers will define their classroom rules and enforce those expectations in a consistent manner.
* Students will be courteous, respectful, attentive and fair to all teachers. They will recognize and respond appropriately to differences among their teachers’ rules and classroom norms.

In addition to observing the regulations in the **CODE OF** **CONDUCT** (cited below) and the ethical standards cited above, Bodine students are expected to adhere to many other traditional rules, which enable the school to provide a safe and caring environment for learning.

* No horseplay or play fighting
* No excessive public displays of affection
* No opposing traffic on the UP and DOWN stairs during passing time
* No unauthorized traffic in the hallways during lunchtime
* No sunglasses
* No pepper spray, water guns or glass bottles
* No disrespectful words, gestures or actions
* No eating or drinking in hallways and stairwells
* No gum
* No loud disruptions or confrontations
* No obscenities in speech, writing, or gesture
* No harassment or bullying
* No graffiti on desks, walls or other school property\*\*
* No destruction or defacing of school property\*\*
* No entering the fire towers
* No leaving school grounds without written permission
* No opening of exit doors during the school day
* No locker use during last period
* The school is not responsible for property confiscated in connection with a violation

***\*\* Full restitution is required for all damage/destruction.***

**SCHOOL DISTRICT CODE OF STUDENT CONDUCT**

The Student Code of Rights and Responsibilities is updated annually in accordance with State and Local laws and best practices. It is the responsibility of the students, parents, and school staff to familiarize themselves with this critical information each year. The current document is posted on Bodine’s webpage and on School District of Philadelphia’s webpage.

**SDP Student Code of Conduct Handbook**

The Discipline Office is responsible for assisting schools with the student disciplinary process via the Student Code of Conduct and the Disciplinary Hearing Process.

### [21-22 Student Code of Conduct](https://www.philasd.org/studentrights/wp-content/uploads/sites/67/2021/08/Code-of-Conduct-21-22-1-1-1.pdf)

**BOOKS AND SCHOOL MATERIALS**

Bodine students receive textbooks for some courses; however, most textbooks have online access so that they do not need to be carried home. Textbooks issued to students are expected to be returned in good condition to the issuing teachers. Students must pay the full replacement cost for any books or other school property that they lose or damage. Each fall, students will complete book slips, which serve as the school’s proof that the materials were issued. In June, or earlier for certain limited-use books such as novels, students must return their books and receive the book slips from their teachers. Students who fail to obtain the book slip (by leaving the book in a locker, in a classroom, etc.) will be held accountable for returning

**CALCULATION OF GRADES**

According to School District Policy, grades are calculated based on test and quiz scores, class participation, homework assignments, and projects. Grades for the first three quarters are reported in isolation and cumulatively. Teachers provide detailed information about their individual grading procedures in the course syllabi distributed at the start of the course. Final grades are calculated by averaging each of the four quarterly grades with the final examination, if applicable.

**Policy Regarding Repeated Courses**

If a student in grades 9-11 does not successfully complete a course for credit during the academic school year, the following options exist-

* the student can provide payment and enroll in a School District of Philadelphia approved summer school, taking the same course for credit.
* the student can take the same course, or it’s equivalent, the following academic school year (when possible)

If a student in 12th grade does not receive course credit during the academic year, the following option exists- if eligible for graduation upon successful completion of the course, the student may participate in a School District of Philadelphia Summer School program.

**ELEVATOR**

## The elevator is for staff use only. Students who have a verifiable medical condition must present a doctor’s note to the nurse and apply for an elevator pass. ONLY students with official passes may use the elevator. Students who ride the elevator without permission are subject to disciplinary consequences

##  School Calendar : 2021 – 2022

## Major Dates for Interim Reports, Grade Deadlines, Back to School Night, Parental Grade Conferences, Graduation Date, Early Dismissals and Holidays

***\* Since the calendar is subject to change during the course of the school year, the web version may contain updates not reflected in the printed version of this publication. Please check the Bodine Website for Calendar Updates and Special Programs.***

***The School Advisory Calendar Dates: Every 3rd Tuesday of the Month from 5:00pm- 6:00pm via zoom. Link will be provided via SIS Messenger.***

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |
|  |
| **August 23, 2021** | **First Day for Staff** |  |
| **August 23 - 30, 2021** | **District-wide Professional Development/ Student ID DAYS** **( See Bodine Website for Details)** |  |
| **August 31 – Sept 2, 2021**  |  **Orientation Week : Grade Level Town Hall Meetings** |  |
| **September 6, 2021 Labor Day*** + **- Schools Closed**
 |  |  |
| **September 7, 2021** | **Rosh Hashanah–  Schools Closed**  |  |
| **September 14th**  | **Back To School Night (Parental Workshops) 5:00pm -7:00pm** |  |
| **September 16, 2021** | **Yom Kippur–  Schools Closed and Administrative Offices Closed** |  |
| **October 11, 2021** | **Indigenous People Day–  Schools Closed and Administrative Offices Closed** |  |
| **October 13 - 15, 2021** | **Interim Reports** |  |
| **November 2, 2021** | **Election Day- Schools Closed for Staff and Students**  |  |
| **November 11, 202** | **Veterans’ Day –  Schools Closed and Administrative Offices Closed** |  |
| **November 16, 2021** | **Term 1 Ends - Grades Due** |  |
| **November 22 - 24, 2021** | **Report Card Conferences Dates: TBD –  3 Hour Early Dismissal****Zoom Conferences** **5:00pm -7:00pm** |  |
| **November 25 - 26, 2021** | **Thanksgiving Holiday–  Schools Closed and Administrative Offices Closed** |  |
| **December 15 - 17, 2021** | **Interim Reports** |  |
| **December 24, 2021** | **Winter Recess –  Schools Closed and Administrative Offices Closed** |  |
| **December 27 - 30, 2021** | **Winter Recess–  Schools Closed**  |  |
| **December 31, 2021** | **New Year’s Day (Observed)–  Schools Closed and Administrative Offices Closed** |  |
| **January 3, 2022** | **Full Day Professional Development - Schools Closed for Students** |  |
| **January 17, 2022** | **Dr. Martin Luther King Day–  Schools Closed and Administrative Offices Closed** |  |
| **January 25, 2022** | **Term 2 Ends- Grades Due** |  |
| **February 1, 2022** | **Lunar New Year–  Schools Closed and Administrative Offices Closed** |  |
| **February 2 - 4, 2022** | **Report Card Conferences Dates:TBD–  3 Hour Early Dismissal** |  |
| **February 21, 2022** | **Presidents’ Day–  Schools Closed and Administrative Offices Closed** |  |
| **February 23 - 25, 2022** | **Interim Reports** |  |
| **March 24, 2022** | **Term 3 Ends- Grades Due** |  |
| March 30 - April 1, 2022 | **Report Card Conferences Dates:TBD–  3 Hour Early Dismissal** |  |
| **April 11 - April 14, 2022** | **Spring Recess–  Schools Closed** |  |
| **April 15, 2022** | **Good Friday –  Schools Closed and Administrative Offices Closed** |  |
| **April 27 - April 29, 2022** | **Interim Reports** |  |
| **May 3, 2022** | **Eid-al-Fitr–  Schools Closed and Administrative Offices Closed** |  |
| **May 17, 2022** | **Election Day (Tentative)- Schools Closed for Staff and Students** |  |
| **May 30, 2022** | **Memorial Day–  Schools Closed and Administrative Offices Closed** |  |
| June 11, 2022 | Graduation  |  |
| **June 14, 2022** | **Last Day for Students/ Term 4 Ends** |  |
| **June 15, 2022** | **Last Day for Staff/ Full Day Professional Development**  |  |
|  |

**Total Number of Days Scheduled Student Attendance: 180**

|  |  |
| --- | --- |
|  |  |
| July-21 | 0 |
| August-21 | 1 |
| September-21 | 19 |
| October-21 | 20 |
| November-21 | 18 |
| December-21 | 17 |
| January-22 | 19 |
| February-22 | 18 |
| March-22 | 23 |
| April-22 | 16 |
| May-22 | 19 |
| June-22 | 10 |

**Total Number of Days Scheduled Teacher Attendance: 188**

|  |  |
| --- | --- |
|  |  |
| July-21 | 0 |
| August-21 | 7 |
| September-21 | 19 |
| October-21 | 20 |
| November-21 | 18 |
| December-21 | 17 |
| January-22 | 20 |
| February-22 | 18 |
| March-22 | 23 |
| April-22 | 16 |
| May-22 | 19 |
| June-22 | 11 |

BODINE ADVISORY LIST 2021 – 2022

All Students will report to advisory on time and participate in Relationship First Activities that support Bodine Community Connections. Please see the Late to School Policy later in this document.



**Who is my Counselor this year? Counselor cohorts are determined by Advisory Groups.**

 ***Dr. Gray:  9th Grade 401, 402, 10th Grade 301, 306,11th Grade 201 and 12th  Grade 103, 104***

***Ms. Tedesco:  9th Grade 405, 10th Grade 304, 305, 11th Grade 203, 204, 205 and 12th Grade 101***

***Mr. Usher:  9th Grade 403, 404, 10th Grade 302, 303  11th Grade 202, 206 and Grade 12th 102***



|  |
| --- |
|  BODINE Testing Days For ALL CLASSES: This schedule has been developed to ensure students are not overwhelmed by multiple assessments on one day as we transition back to full in-person learning and moving forward. All Teaching Staff are to follow the schedule below.  |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **English /** **Mathematics** | **Social Studies /** **Science** | **English /** **Special Subjects** | **Social Studies /** **Science** | **Mathematics /** **Special Subjects** |

# **Section Three : School Operational Policies, Procedures and Protocols**

 **PARENT/GUARDIAN RESPONSIBILITIES**

* Send my child to school healthy, well nourished, clean and prepared to learn.
* See that my child is punctual and attends school every day.
* Support the school's discipline policy.
* See that my child wears appropriate clothing as outlined in Dress Code.
* Check homework on a daily basis.
* Encourage my child's learning efforts and answer his/her questions.
* Discuss (in person, by telephone, or through email) my child's progress with each teacher, at least once each report card period.
* I will share responsibility for the behavior of my child in school and understand that unacceptable behavior (as determined by teachers and other staff members) will result in consequences as set forth in specific class syllabi and the school and School District of Philadelphia's Code of Student Code of Conduct.
* I recognize that my child's selection to Bodine High School for International Affairs requires my commitment to support the faculty, staff and school partners as they strive to assist my child to be a productive and cooperative member of the school community.
* I will ensure that my child is aware of the rules and policies contained in the Student Code of Conduct.

 **SCHOOL HOURS/ENTERING THE BUILDING**

Although the official school day is from **7:30am through 2:34pm**, our students are expected to arrive to school by no later than 7:25am. **Students are not permitted to enter the school building before 7:00 am unless they are escorted by a staff member.** Students must follow the prescribed procedures for swiping in at the ScholarChip kiosks and passing through the security/scan area. Students are required to carry their school ID card at all times. Students must use their ID to swipe in upon entering each morning. If student does not have his/her ID card, a temporary ID will be issued. If an ID card is lost or destroyed, the cost is $5.00 plus a processing fee generated by the system. All payments are made on-line and no cash will be accepted. Requests for new/replacement ID cards must be made at the Climate Manager Office in Room .

**TRANSPASS DISTRIBUTION**

Students living 1.5 miles or greater are eligible to receive a free Septa transpass which is valid from 5:30 am-7:00 pm on school days only. Eligible students’ names will appear on a list generated by the school district**. New eligible students to Bodine may have to wait at least one week for their names to appear on the list.**

Transpasses will be distributed in advisory on Thursdays and Fridays only by advisors. Students must be in their advisory to receive their transpass. If a student is absent on Thursday and Friday, they may pick their transpass up on Monday in room before 10:00 am. **These are the only times transpasses will be distributed. The school can only issue enough transpasses for the eligible students- if a transpass is lost, it cannot be replaced by the school.**

 **RETURN TO BUILDING/LEAVING THE SCHOOL BUILDING**

Only students with early dismissals are permitted to leave the building with a parent or guardian prior to the end of the school day. Students who leave school without permission, will be subject to disciplinary actions, up to and including suspension.

We are a closed campus. That means that once exited from the school building, there is no re-entry.

A student may not exit the building to pick up food or supplies for consumption by self or others. Any food brought back into the building will be confiscated. Student athletes with early release rosters must either remain in their designated, supervised locations until scheduled practice/contest, or return at 2:34pm. **The Athletic Director and coaches will be responsible in ensuring this rule is enforced.**

**ATTENDANCE**

One element of student success is time-on-task. The educational program offered by Bodine is based on the daily, consistent presence of the student and continuity of instruction. It requires classroom participation in order for students to achieve academic standards and consistent educational progress.

Parental/Guardian cooperation in ensuring good attendance is critical to a child's success in school. To encourage the greatest success, each student must be present and on time each school day.

\*\*Students with 8 or more unexcused absences per report card period may receive a failing grade based on their unexcused status.

\*\*Unexcused absences include unexcused lateness and/or cutting.

\*\* Work can only be made up for absence if the teacher receives a note from a parent and guardian and that note has been verified via a phone call home made by the teacher.

\*\*Medical and dental appointments should be scheduled outside of school hours.

\*\*Monthly early dismissal days are ideal times for scheduling appointments.

**ABSENCES AND TRUANCY**

The School District of Philadelphia requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in district schools during the days and hours that school is in session, except that a principal may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and does not permit irregular attendance.

**EXCUSED ABSENCES:**

The District considers the following conditions to constitute reasonable cause for absence from school:

* Illness
* Quarantine
* Recovery from accident
* Required court attendance
* Death in family
* Educational tours and trips, with prior approval.
* Authorized school activities

**All absences shall be treated as unlawful/unexcused until the district receives a written excuse explaining the reason(s) for the absence, to be submitted within three (3) calendar days of the absence. Failure to provide a written excuse within three (3) days will result in the absence being counted permanently as unlawful/unexcused.**

All absences of three (3) or more consecutive school days shall be supported by a physician's statement verifying the illness.

 **After nine (9) cumulative absences for illness for which a parent writes an excuse note, the 10th absence for illness must be accompanied by a physician's note.**

**The District shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of seventeen (17). The SRC shall issue notice to those parents/guardians who fail to comply with the requirements of compulsory attendance that such infractions will be prosecuted according to law.**

**UNEXCUSED ABSENCES:**

* No note from parent/guardian is received providing an explanation for the absence within 3 days of return from the absence.
* Lack of proper immunizations or waiver after the first day of school.
* Other reasons not listed as “Excused.”

**EXCESSIVE UNEXCUSED ABSENCES/TRUANCY:**

When a student accumulates three unexcused absences, the Truancy Intervention Protocols are implemented.

CLARIFICATION OF PROCEDURES FOR ABSENCES:



If a student will be absent, his/her parent/legal guardian must call the Main Office (215-400-) between 7:30-8:00am. Please provide parent/guardian’s name, name of student, grade, and reason for the absence. If a phone call is not received, a phone call will be placed to the home or work number to notify parent/guardian of student absence. **Any absence not followed up with a written excuse note, within 3 days of return from absence, will be documented as unexcused.**

The Attendance Designee will enter the attendance information into the School Computer Network.

Students with excused absences will be responsible for discussing missed work and adhering to their teachers’ policy regarding make-up work. Students without excused absence may be refused the opportunity to complete make-up assignments, resulting in zero grades for work/assignments missed.

Return from all absences of three (3) or more consecutive school days must be accompanied by a physician’s note, verifying the illness.

Upon return from all absences, a student must present a note from his/her parent, detailing the date(s) of absence, the reason for absence, parent/guardian name and contact phone number (to verify the absence note). ABSENCE NOTES ARE SUBMITTED TO THE MAIN OFFICE. \* If there is concern that the note will not be turned in by the student, parent/guardian should mail, e-mail or fax the excuse note to the school’s Main Office.

After nine (9) cumulative absences for illness for which a parent writes an excuse note, the 10th absence for illness must be accompanied by a physician's note.

 In addition, if a student arrives after 10 AM or leaves before 1 PM without a valid excuse note, the student will be marked in the SIS as half a day unexcused. Two half days will add up to one full day in the SIS.

Twenty unexcused absences will qualify the students for deselection to Bodine for the following school year.

**See the Appendix for The OFFICIAL BODINE Absence Note Template to be used for ALL ABSENCES.**

CLASS CUTTING

Cutting of classes is detrimental to a student’s academic performance and often contributes to behavior that is disruptive to the entire educational program. Students are considered to have cut if they are marked present in school but do not attend class. **Students who cut class will receive a zero for that class and will not be permitted to make up missed work.** Missing class due to a late arrival to school without an acceptable excuse is considered a cut. Chronic cutting often leads to subject failure and will result in disciplinary action.

**Advisory-** All students are required to be present in Advisory. Attendance in Advisory may impact Honor Roll eligibility. A written excuse note MUST be presented to the Advisor in order for any student to be excused from Advisory (this must take place PRIOR to missing that class meeting).

\*Students with 8 or more unexcused absences per report card period may receive a failing grade.

\*\*Unexcused absences include unexcused lateness and/or cutting.

**HOMEWORK**

## Responsibilities

**( THIS SECTION APPEARS IN BOTH HANDBOOKS.)**

**Students are responsible for:**

1.Ensuring understanding of the homework and asking for clarification or help when needed;

2.Regularly completing homework in a timely manner

3.Managing time by staying focused, on task, and planning effectively for long-term projects

4.Bringing home all necessary materials;

5.Putting forth their best effort to produce quality work; and6.Completing all required make-up work after absences.

**Parents/Guardians are responsible** **for**:

1.Being an advocate for their child, while encouraging the child to advocate for himself/herself;

2.Encouraging reading at all levels;

3.Providing an appropriate environment for homework to be done;

4.Providing a healthy balance between homework, extracurricular and co-curricular activities, and family commitments;

5.Contacting the teacher if their child is not consistently able to do homework by himself/herself within time guidelines, or if challenges or questions arise.

**Teachers are responsible for**:

1.Sharing expectations for homework with students and parents early in the school year;

2.Encouraging a partnership with families and students that promotes timely communication and supports families in the homework process;

3.Clearly communicating homework assignments on a daily basis

4.Designing homework assignments that clearly articulate their purpose and intended outcome;

5.Providing timely feedback to students;

6.Ensuring that homework is directly related to classroom instruction and consists of clear, purposeful, and engaging activities;

7.Assigning homework that is appropriate and differentiated as needed;

8.Developing clear checkpoints to monitor student progress in long-term assignments and projects

.9.Collaborating scheduling of homework, projects, and tests across teams and departments; and

10.Teaching the skills necessary for students to successfully complete the homework independently

**Make-up Work**

**No student may have his/her grade reduced or lose academic credit for any absence when missed assignments and tests are satisfactorily completed within a reasonable amount of time.**

**Missing and Late Assignments**

In general, students are expected to turn in work on time. However, it is understood that student work may be missing or late at times. Students will be allowed to turn in late work. Content teams will determine together reasonable timeframes and penalties deemed appropriate for assignments past the due date. Students who habitually do not turn in assignments should be referred to possible interventions, as guided by the counseling team. Teachers will ensure that students are completing work and communicate with counselors and parents. Parents are integral members of the education team and should support students in completing required assignments. When students struggle to complete assignments, they or their parents should contact the teacher for additional support and guidance.

**Assigning of Zeros**

Students will be allowed to make up assignments or assessments, with or without penalty as outlined by the content team. Students who do not make a reasonable attempt, as determined by the content team, to complete an assignment or assessment will receive a zero.

LATENESS

Situations involving inclement weather, emergencies, or special schedules will adjust the time of lateness. A parent conference with the Principal or her designee is required if there are any long term extenuating circumstances that would prevent a student from arriving to school on time. Students who show a pattern of excessive lateness should expect consequences.

\*Students with 8 or more unexcused absences per report card period may receive a failing grade.

\*\*Unexcused absences include unexcused lateness and/or cutting.

**Lateness to Advisory:** Students are considered late to school after the late bell rings at ---. The start of advisory seminar will be **8:00**. Students are admitted to the advisory room but are marked late on the roll sheet.

If a student arrives late to advisory without a note, the student will be admitted to class. Student will explain reason for lateness, teacher will check validity of excuse after class. Corrective action will be assigned by the advisor.

**Excuse Notes for Lateness to School:** A written explanation from home does not automatically cause the lateness to be “excused.” Reasons such as car trouble, personal business, heavy traffic, trash day, and other similar explanations are not acceptable reasons for lateness and will be listed as unexcused. Frequent lateness to school will result in disciplinary action, and possible loss of privilege to participate in school/class/extracurricular activities.

If a student arrives after 10 AM or leaves before 1 PM without a valid excuse note, the student will be marked in the SIS as half a day unexcused. Two half days will add up to one full day in the SIS.

**Lateness to Class:** Lateness to class will be recorded in the classroom teacher’s attendance record and have a direct impact on the student’s behavior grade and academic performance. If a student reports late to class it will be considered a serious disruption of the continuity of instruction and the teacher will contact the home before further disciplinary action is required from the dean’s office. There are 3 minutes of travel time between classes.

**Consequences for lateness to School:**

**ELIGIBILITY TO PARTICIPATE GUIDELINES**

**STUDENT ELIGIBILITY AND PARTICIPATION**

Students are in good academic standing according to the guidelines laid out in the Student/Parent handbook. A list will be made available to all staff of students who are ineligible to participate in sports, extracurricular activities and trips. It is the coach/club/trip sponsor’s, and Climate and Culture Manger responsibility to check the list regularly, and ensure ineligible students do not participate. If funds are collected from an ineligible student, and the student is found to be ineligible by the dean, the funds will not be returned.

**ELIGIBILITY TO PARTICIPATE GUIDELINES**

1) Students earning a combination of 8 **unexcused** absences and/or latenesses for the quarter and/ or receive will be deemed Ineligible to participate in school activities.

2) The School Climate and Culture office maintains a spreadsheet that is viewable by all staff. The list will be updated at each interim and report card cycle.

3) All teachers, counselors,

 coaches and advisors of activities/trips will be held accountable for ensuring that all of their students are eligible.

4) The first ineligible list will be generated on Oct. 13, 2021.

SPORT TEAM ELIGIBILITY POLICY:

All students participating in Interscholastic Athletics must meet the Pennsylvania Interscholastic Athletic Association eligibility requirements. The requirements listed below are the PIAA eligibility requirements. A.PIAA CIPPE must be submitted prior to any practice including tryouts. All additional required forms must be submitted before first contest.

B. Student Athletes must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year (does not apply to any first year 9thgraders). If a student athlete fails to meet this requirement, they will lose eligibility for 15 school days of the next grading period, beginning on the first day report cards are issued. Students must be certified as Passing before Eligibility is restored.

C. Student athletes must be passing at least four full-credit subjects or the equivalent as of each Friday during the grading period. If a student athlete fails to meet this requirement, they will lose their eligibility from the following Sunday through the Saturday immediately following the next Friday as of which you meet this requirement.

D.In the event that a student athlete is meeting the PIAA eligibility requirement however, has other full credit failing grades, that student will be placed on academic probation. The student athlete should be notified and it is their responsibility to makeup missed work. (ex. A student has 6 full credit courses with 2 F’s and 4 passing grades. They are eligible to play but are on academic probation).

**BODINE ADDITION to item D**: Students who are failing a class or classes for more than one week but who are eligible under the terms listed in items B and C above, must conference with their teachers on make-up work to bring their grade to passing.

Student athletes are responsible for making up all missed work and turning in home based assignments due on days they will not be in class due to athletic contests on the day they are due based on the teacher’s agreed upon accommodation.

E. Students who fail a class on a report card but otherwise meet the eligibility criteria, must adhere to their credit recoveryprogram as mandated by school policy. The student athlete must be excused from practices for tutoring. Conversely, with the Principal’s permission, student-athletes must be excused from attendance from tutoring for official games/contests. It is the Principal’s discretion if a student who failed a course for a report card may continue to participate in any athletic program at the school F. In most cases, students may only participate for 4 years beginning at the start of 9th grade

G. A student athlete may not have reached their 20th birthday before the end of 12thgrade H. If student-athletes are absent from school for 20 or more unexcused absences from school school during a semester, the student athlete will lose their eligibility until they have been in attendance for a total of 45 school days following the 20th day of absence. SEE NEXT PAGEI. A Student-Athlete who transfers into Rush Arts after the start of 9th grade must sit out for 20 school days before playing in a contest. In addition, the Athletic Director must submit a transfer waiver to the school in which a student came.

DAILY ATTENDANCE In addition to the above Attendance policy, student-athletes at Bodine must have fewer than 9 absences or lateness in order to be eligible. This policy aligns with the school’s code of student conduct for all students. As per the school’s code of student conduct, any student who has 9 or more occurrences of lateness or absences, will prompt an investigation and possible ineligibility status for all extra-curricular activities including sports.

**Arriving to school after the Advisory period:** The student must swipe in and wait for a ScholarChip late pass to be generated. This is his/her pass into class. The student then reports to the main office to sign in the late book. The student must present the late slip to the teacher the same or following day so that the class roll book may be adjusted. Additionally classroom attendance is taken via the SIS online.

**ACADEMIC ELIGIBILITY**

Students with less than two failing grades on their most recent report card are considered to be in good standing. If a student has more than one failing grade in any subject on an interim report or report card, he/she will be ineligible until the following interim report or report card. Students must be in good standing to participate in field trips, and extracurricular activities including dances, school shows and proms. Students may participate in concerts or productions where their class grade is affected. Students who accompany a student in an event sponsored by a class other than their own must also be in good academic standing. For example, a junior attending the senior prom must be in good standing.

**\*Students who are ineligible are not permitted to attend trips, proms, or other extra-curricular activities. If fees are paid for an activity, and the student is ineligible, or becomes ineligible prior to the activity, the fees will not be refunded.**

**Mandatory Tutoring or other school based interventions will be determined by the assigned counselor and assigned teachers of the student. Student contracts will be created to outline support plan and responsibilities of all individuals involved. ( Teacher, Counselor, Student and Parent)**

**EARLY DISMISSAL**

For all students released early, the following information must be recorded in the school office:

1. Date
2. Pupil’s name
3. Advisory Number
4. Time of dismissal
5. Adult’s name (printed and signed)
6. Relationship to student
7. Type of identification used
8. Staff initials
9. If age-appropriate, student initials
	1. Medical and Dental Appointments
		1. Dismissal of students for medical or dental appointments may be permitted only for emergency purposes. A note from a physician or a dentist should certify the emergency (need not be submitted in advance).
		2. Medical and dental appointments should be scheduled during non-school hours.
		3. If a student is released for emergency medical or dental treatment, the date, time of the release and time of return must be on file in the school office
	2. Illness or Injury
		1. A parent or other responsible adult must be contacted to come to the school when a student’s illness or injury requires immediate notification.
		2. The parent, guardian, or other designated adult representative of the family who comes to school must report to the office and provide valid identification, checked against school records, before the student is released.

10. TEXTBOOK POLICY

Students are responsible for the care and return of each textbook they borrow. Where applicable, students may opt to use the online version of textbooks at home provided they have Internet access at home. Students must return the same textbook they are assigned to the teacher prior to final exam week. Students will be charged a $50.00 textbook fee for all textbooks not returned, or for any textbook that is returned in a condition where it is not suitable for redistribution. Fees are to be paid by the close of that same school year. **Students may not borrow a textbook for home use the following year if they have an outstanding textbook fee. A high school diploma will not be issued if there are any outstanding textbook fees upon graduation.**

 **CURRENT STUDENT INFORMATION**

**It is extremely important that the school has current phone numbers and accurate address information. Please keep the Main Office and Advisory teacher informed of any changes, including emergency contacts. It is important to have current information on file, should an emergency arise. Monthly checks will be conducted by advisors.**

 LATE ARRIVALS/EMERGENCY CLOSINGS

Most local television and radio stations broadcast school closing information very early in the morning. At times of inclement weather, listen for announcements for “All Philadelphia Public Schools.” Plan, in advance, what your child will do in the event that school is closed for the day.

EMERGENCY DRILLS

Students will participate in at least one safety drill each month. The drills may be for fire response, shelter in place, intruder in the building, or some other form of emergency that would require a school community response.

**EMERGENCY PROCEDURES AND FIRE DRILLS**

**The Crisis Management and Safety Plan** contains guidelines to be followed when circumstances call for Lock Down, Shelter-in-Place and Evacuation. Emergency Procedures signs are posted in the halls and classrooms. Teachers have been trained in the procedures, and drills are conducted at least monthly. During evacuation drills, all students must:

* Stop work immediately
* Close windows if time allows
* Turn off all lights, power and gas
* Leave the room silently with the last person out closing the door without locking it
* Follow the teacher to the nearest exit or fire tower, as shown on the fire drill sign posted in each room
* Move efficiently so that people behind them can also exit quickly and safely
* Maintain silence while exiting and while waiting outside so that they can hear all directions
* Congregate with their teacher and classmates on the sidewalk on 4th, George or Orianna Streets.
* Return silently to the classroom at the signal, using all doors
* Return to the room that they left at the time of the drill even if the class periods have changed in the meantime

During Lock-Down exercises students and teachers will turn off the lights, secure the door and remain in the classroom out of sight of the door until the “all clear” is given.

During Shelter-in-Place exercises students will follow the directions posted in their classrooms and provided by their teachers.

\*Disruptive behavior during drills will result in suspension. Students who enter the fire towers when a drill is not in progress will be suspended.

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**ACTIVITIES (Extra-Curricular)**

Bodine offers many extracurricular and co-curricular learning opportunities as well as PIAA interscholastic sports. Students are expected to begin developing their college application profiles in 9th grade by participating in at least one activity and to continue that pattern throughout their four years at Bodine**.**

PARENT/TEACHER COMMUNICATIONS

Parent/teacher communication is vital to the educational success and experience of your child. It is a team approach that focuses on each student’s needs, concerns and growth. Every staff member is invested in your child’s success- please contact individual teachers through distributed email addresses or through contacting the Main Office and leaving your name, phone number or email address. Please indicate what your concern or question may be

 in that way, the staff member can be assured of having whatever information is necessary.

### COMMUNICATION

Communication is a vital factor in the partnership between parents and educators. Teachers and administrators call parents when concerns arise, and parents are invited to call the school when they have questions. The school communicates formally with parents in the following ways:

* School District of Philadelphia’s webpage: www.philasd.org
* Bodine’s webpage/communication system: www.philasd.org/bodine
* Nightly telephone calls by the School District’s automated system, Parent Link, when students are absent or late
* Invitations to enroll in Credit Recovery and Summer programs
* Warning letters for seniors at risk of not graduating
* Notices of unpaid ID fines and lost books
* Invitations to informational programs regarding college financial aid, the International Baccalaureate Diploma Programme.

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| **PARENT/GUARDIAN CONCERN PROCESS** |
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| **Teacher and Academic Concerns** |
| **Step 1: Contact the Teacher** |
| **Step 2: Contact the School Counselor** |
| **Step 3: Contact the Principal** |
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| **Special Education Concerns** |
| **Step 1: Contact the Teacher** |
| **Step 2: Contact the Special Education Liaison** |
| **Step 3: Contact the Principal** |
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| **Guidance Concerns** |
| **Step 1: Contact the School Counselor** |
| **Step 2: Contact the Principal** |
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| **Roster Concerns** |
| **Step 1: Fill out Roster Issues Form** |
| **Step 2: Contact the Roster Chairperson** |
| **Step 3: Contact the Principal** |
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|  |
| **Administrative/Policies and Procedures/Disciplinary Concerns** |
| Step 1: Contact School Climate and Culture Manager |
| Step 2: Contact the Principal |
|  |

* Scheduled parent/teacher conferences
* Report card conferences
* Back to School Night
* Interim Reports
* Notes, emails, or phone calls to parents
* Home and School Meetings

**Important Note:** If you have not received a response within two business days, proceed to the next step. Email addresses are located on the school website - emails are usually the best method of communication except in cases that require immediate action.

**Main Office Telephone Number - 215-400-7630**

**Fax Number - 215 -400-7631**

15. DISCIPLINE/CODE OF CONDUCT

Principals, teachers, and other school professionals hold high expectations for students’ learning and behavior. Adults in schools help students achieve personal and academic success using a range of responses.

Classroom management strategies may include the following:

• Acquire a student’s attention by calling his/her name in a calm voice.

• Address the student privately.

• State the problem behavior.

• State expected behavior and explain why the student needs to follow the expectation.

• Listen to the student’s response and help the student to recognize appropriate behaviors for him/herself.

• Indicate the specific consequence for continuing to engage in the problem behavior—and the positive consequences for good behavior.

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• Document the infraction on a discipline referral report.

School interventions may include the following:

• Create a Student Behavior Contract

• Before or after school detention

• Restorative Justice

• Guidance/Counselor referral

• Lunch detention

• Peer Mediation

• Reflective essay

• Independent study

• Student / teacher / parent conference

• Daily reports

• Restorative practices

• Response to Intervention and Instruction (RtII) Tier II action plan

Students in grades 9-11 may lose privileges as a result of violations to the Student Code of Conduct:

Level 1 Violations: Class/Grade trips

Level 2 Violations: Class/Grade trips, Junior Prom, Bodine Special Activities

 Seniors who violate the Code of Conduct may lose the privilege to participate in the following activities:

Level 1 Violations: Senior Trip, Senior Breakfast

Level 2 Violations: Senior Trip, Senior Breakfast, Senior Prom

Level 3 & Level 4 Violations: Senior Trip, Senior Breakfast, Bodine Special Activities, Graduation Ceremony

**Bodine High School for International Affairs**

**Dress Code Guidelines:**

**Note: All Students are expected to wear clothing that is appropriate in most professional settings. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner, that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Students aren’t allowed to wear anything that depicts drugs, violence, pornography, illegal activities, or hate speech on clothing.**

**Tops & Bottoms:**

**Students are required to wear appropriate tops and pants/bottoms (no unsightly rips or holes ). Jeans should not be worn below the waist. Sleeveless t-shirts are not to be worn as a primary shirt. Students must wear apparel that covers the midriff and back. Tube tops, open back/side tops, crop tops, and plunging necklines (front and back) are prohibited. Straps on tops must be at least 1 inch wide and bra straps should not be visible. Shorts, skirts, and dresses must be mid-thigh length, at least to the fingertips. Bedtime attire and accessories, such as but not limited to do-rags, head scarfs and bonnets are not to be worn in school.**

**Footwear:**

**Students are required to wear shoes or sneakers without spiked heels. No slides, flip flops or bedroom shoes.**

**Gym-wear:**

**Gym uniforms may be purchased at the school when assigned to Physical Education.**

**Note: No Uniform Shirts will be sold this year but any students who already have shirts may wear them if they choose. We encourage students to participate in free monthly Bodine Spirit Days.**

**VALUABLES**

Neither the School District nor the school can assume any liability for the loss or theft of personal property. The best way to protect against such loss is to leave valuables or large sums of money at home. If a student must bring valuables to school, he or she should bring them to the office for safekeeping. Graphing calculators should be labeled for easy identification and should **never be left unattended. Personal electronics are particularly vulnerable to theft. We urge students to keep these items in their locker or backpacks, well concealed from view.**

 **Corrective Measures**

 1. Students who fail to dress as required by his/her school's dress code may be subject to corrective measures, as follows:

* Parents shall be called when a student reports to school out of dress code. The parent shall be asked to bring compliant clothing for the student to the school.
* If the parents are not reachable or are unable to respond within two hours of the start of the school day, the student may be issued a conforming top from the school's uniform bank with directions to return it clean the next school day.
* Parents whose child or children repeatedly report to school out of uniform will be called in for a conference with the principal, or his/her designee, to ascertain the reason for the non-compliance.
* Eligible families will be offered access to the uniform bank, if any. If the school does not have a source of assistance for the family, the counselor will notify school support personnel.

 **Disciplinary Action**

 1. Students who, without reasonable excuse, persistently fail to comply with the school's dress code policy may be subject to disciplinary action, as follows:

* Assignment to after school service, including but not limited to, maintenance of the uniform bank, or after school detention;
* loss of privileges, including, but not limited to, graduation ceremonies, class trips, dances, other extra curricular activities such as athletic participation
* suspension or revocation of network user accounts;
* placement on daily report; and
* temporary assignment to a restrictive class or supervised independent study, if available.

 2. A student who refuses to change into the clothing brought to school by his/her parent or to wear the substituted clothing loaned to him or her from the school's uniform bank, may be disciplined by detention for defiance of school authority.

G. *Nothing in this policy shall be construed to restrict or ban a student's wearing of religious garb. Parents having religion-based concerns regarding a school's dress policy are encouraged to discuss them with the principal of his or her child's school.*

17. ELECTRONIC DEVICE/CELL PHONE POLICY

The SDP has adopted a B.Y.O.D. (Bring Your Own Device )electronic device policy that states: Electronic devices that can connect to the internet may be used in a classroom or educational related activities and/or in approved locations under the supervision of professional staff for educational purposes only. The SRC prohibits use of all electronic devices by students in locker rooms, bathrooms, and other changing areas. All use will be in line with the expectations set forth in the Student Code of Conduct and the Acceptable Use Policy (815). Violations of this policy may result in disciplinary or criminal action.

\*The District shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student; possessed/used during the school day; in/on district buildings, district property, district vehicles or contracted vehicles; during transport to/from school; while attending school-sponsored activities during the school day; and/or any/all school-sponsored activities generally. The district will provide no technical support, troubleshooting, or repair for personal electronic devices. Use of electronic devices for photography and/or recording may only occur when authorized by the building principal, district administration, or designated professional staff members for the purposes of participation in educational activities.

UNAUTHORIZED USE OF ELECTRONIC DEVICES

Electronic Images And Photographs

The SRC prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means including, but not limited to, texting and e-mailing. Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies. Administrators shall confiscate devices implicated in this electronic data transfer and immediately contact law enforcement when possession or distribution of such images is discovered or reasonably suspected. The confiscated item shall not be returned until a conference has been held with a parent/guardian. Audio and videotaping shall be consistent with state/federal laws. Recording anyone without their knowledge and permission is prohibited and may be punishable under federal, state and local laws.

BODINE ELECTRONIC DEVICE POLICY

Students will turn off and secure all electronic devices upon entry to the school building as they go through the scan process.

Students will adhere to the following directives as posted in various parts of the building-

* If a location is identified by a teacher or staff member it is okay to use electronic devices for instructional purposes or during lunch time devices can be utilized in specific designated areas.
* **Phones and other electronics should not be visible in hallways and bathrooms.**
* Recordings and photographs are not permitted without the express permission of a staff member, and only for instructional purposes.

Students who do not comply with the policy are subject to disciplinary action based upon severity of behavior associated with the infraction (may include parent contact, conference, or confiscation of electronic device.

 HEALTH OFFICE

Our school nurse handles a variety of student medical concerns and maintains all medical records on each student. Please inform the nurse of any special health problems.

19. ILLNESS/SICK STUDENT POLICY

**If a student becomes ill during the school day,** he/she should request to be sent to the Nurse’s office. Parents will be called if the student is too ill to return to class. \*Students should be advised not to personally call home if feeling ill, but should inform the teacher who will then follow school procedures.

**A student should not attend school** if any of the following symptoms are present or suspected by a physician or school nurse:

* Lice: Hair must be washed with medicated shampoo and be free of all nits before student may return to school.
* Fever: Students should remain home or be sent home if they have above-normal temperature.
* Conjunctivitis (“pink eye”): A student may return only after discharge discontinues.
* Rashes: Unidentified rashes must be diagnosed by a healthcare provider.
* Impetigo: The student MUST be seen by a healthcare provider.
* Diarrhea: Should not attend school if student experiences diarrhea two days in a row or three times in one day.
* Vomiting: If the student experiences repeated forceful evacuation with other symptoms or the student’s inability to eat.
* Any other contagious condition: measles, chickenpox, mumps, whooping cough, or streptococcal infections that are still infectious.

20. MEDICATIONS

Students are not to bring any kind of medication to school or to self-administer any kind of medication.

Should the occasion arise that a student must take medication during the school day, a physician must prescribe the medication, and arrangements must be made through the nurse’s office for the nurse to administer the medication. The physician must complete official forms that include diagnosis, dosage, and time for the medication to be given during the school day. All medication and prescriptions are to be brought in their original bottles to the nurse and kept in the health office. Over-the-counter drugs, including cough medicine, aspirin, etc., must also be accompanied by a doctor’s note.

If the need arises that a parent must administer medication to his/her child personally during the school day, the parent should go to the nurse’s office (after signing in at Main Office). The student will be called to the nurse’s office to receive the medication.

21. ACCEPTABLE USE POLICY FOR TECHNOLOGY

The School District of Philadelphia is providing students and its employees with many opportunities to access technology hardware, network systems and the Internet. This access is for education, learning, and research purposes only. At school students must agree to follow the rules of appropriate technology and Internet use. The following is a summary of the rules and regulations regarding Internet use:

1) Acceptable Use-

* Students will not copy material and hand it in as their own work.
* Students will cite all URLs that are used in reports and projects.
* Students will only visit websites that are appropriate for children.
* Students will not download any music or plug ins that take up valuable bandwidth and slow down the system.
* The use of file-swapping and media streaming services, such as downloading and listening to music on the Internet is wasteful, disruptive, and is STRICTLY PROHIBITED on all District computers and networks.
* Giving personal information on the Internet about yourself or anyone else is forbidden.

2) Privileges

The use of the Internet is a privilege, and as such the final decision regarding who has Internet access rests with teachers, staff, and administrators. Any violation of these rules will result in the loss of Internet and computer use along with possible suspension.

* Students will only visit appropriate, teacher recommended and approved websites.
* Email accounts are not allowed by the School District of Philadelphia without proper authorization from the principal.
* Students may not attempt to harm or interfere with computer performance and/or systems.

3) Etiquette

Students are expected to follow rules for appropriate behavior on the Internet. These include, but are not limited to, the following:

* Students will use appropriate language.
* Information that a student retrieves from the Internet is for the student’s use. The student does not own it and did not write it. A student must identify where the information was found.
* Students will not download files unless approved by the teacher.

4) Online Safety

Students will not give their last name, address, telephone number, or parents’/guardians' work address or work telephone number to anyone on the Internet.

* If something is found on the Internet that makes a student uncomfortable or upset, the student will speak to an adult immediately.
* If a student finds him/herself on an inappropriate site, the student will click the Back or Home button to leave that site within 5 seconds. The student will then tell an adult.

5) Truthfulness

Students understand that not all information on the Internet is accurate and correct. The School District of Philadelphia is not responsible for the accuracy or the quality of the information found on the Internet.

6) Security

The Academy at Palumbo students will have many opportunities to connect to the Internet, however, students will not visit the Internet without permission and adult supervision at all times.

7) Vandalism

Any student who intentionally damages a computer, the network, or any documents that belong to someone else will be held responsible and will face possible suspension.

22. RECORDS- CONFIDENTIALITY, FERPA NOTICE

FERPA is a Federal law that applies to educational agencies and institutions that receive funding

under a program administered by the U. S. Department of Education. Parochial and private schools

at the elementary school levels do not generally receive such funding and, therefore, are not subject

to FERPA. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at

34 CFR Part 99.

Under FERPA, schools must generally afford parents:

-access to their children's education records

-an opportunity to seek to have the records amended

-some control over the disclosure of information from the records.

Parents may access, seek to amend, or consent to disclosures of their children's education records,

unless there is a court order or other legal document specifically stating otherwise. When a student

turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may

access, seek to amend, and consent to disclosures of his or her education records.

Access to Education Records

Schools are required by FERPA to:

•provide a parent with an opportunity to inspect and review his or her child's education

records within 45 days of the receipt of a request

•provide a parent with copies of education records or otherwise make the records available to

the parent if the parent, for instance, lives outside of commuting distance of the school

•redact the names and other personally identifiable information about other students that may

be included in the child's education records.

Schools are not required by FERPA to:

•create or maintain education records;

•Provide parents with calendars, notices, or other information which does not generally contain information directly related to the student;

•Respond to questions about the student.

For more information visit http://webgui.phila.k12.pa.us/offices/r/res-eval/policies--procedures.

23. SPECIAL EDUCATION

At any time that a parent feels that a student may qualify for special education, testing procedures are initiated by the parent forwarding a written statement to the Principal stating the concerns about the student and that it is the parent’s wish to have the child tested. The parent request to initiate testing means that the child must remain in his/her present educational placement, unless both the parent and the school agree to a change while any disagreement is resolved through these procedures. The school has 60 days to begin the process.

After the testing is completed and a report prepared, there will be a meeting to discuss the results. The parent has the right to discuss these results and offer input into the goals that will be set for the student. When this discussion results in differences that cannot be resolved, a parent has the right to request a pre-hearing conference, mediation, or an impartial due-process hearing. A parent may request a combination of these alternatives.

. LUNCH PROGRAM

Breakfast will be served on the 1st floor from 7:00am -7:30am. We encourage students to arrive to school early in order to participate in the breakfast program.

Lunch is served from periods 3rd, 4th, and 5th in the cafeteria. Students are only allowed in the cafeteria during their scheduled lunch period unless they have prior written approval from their teacher or an administrator.

During all lunch periods, any student who wishes to leave the lunchroom to receive tutoring, access to special services, or a meeting with a staff member **MUST** obtain a pass from that adult **BEFORE** the assigned lunch period.

LUNCHROOM PROCEDURES AND RULES

Lunchroom procedures are established to insure that each student can eat in an orderly fashion. It is absolutely imperative that each student obeys the lunchroom rules, regulations and lunchroom monitors. Each pupil’s roster indicates which periods are reserved for lunch. All pupils are required to eat at designated lunchroom tables.

 Students are expected to follow the procedures listed below.

1. Students will form a line for the purchase of lunch or snacks.

2. After eating, students will carry all trash to the trashcan.

3. Students are expected to clean up after themselves.

\*For students with 2nd period lunch, you may carry light snacks to class with you to eat later in the day. You are responsible for disposing of all trash after snacks. No food wrappers or evidence of food consumption should be left anywhere in classrooms except the trashcan.

25. SCHOOL SAFETY

Lockers-

 Students must supply their own lock to secure the assigned locker. Failure to procure and attach

a lock will result in the loss of locker use (until a lock has been acquired).

All lockers are and shall remain the property of the school district. Students are encouraged to keep their assigned lockers or cabinets closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety or welfare of the occupants of the school building or the building itself.

The Board reserves the right to authorize its employees to inspect a student's locker when such employee has reason to believe that the locker is improperly used for the storage of contraband, a substance or object the possession of which is illegal, or any material which poses a hazard to the safety and good order of the schools.

 Whenever the search of a student's locker is prompted by the reasonable suspicion that the

 contents of the locker create an emergency; the principal may open the locker as soon as it is

 necessary to do so to discharge properly his/her duty to protect the persons and property in

 the school.

ID Cards-

 Students are required to carry their Bodine IDcard throughout the entire

 school day.

If an ID card is lost or damaged, replacement cost is $5.00 for the card. Replacement lanyards or

plastic sleeves are $1/pc. Requests for replacements are made directly to the Dean’s office.

Scan and X-ray Machine-

 All students and visitors are required to submit to search and scan protocols. School police

officers, the principal, and her designee(s) are authorized to direct individuals to repeat entrance

procedures as necessary to assure the safety and security of the Academy at Palumbo.

\*Failure to follow directives of School Police or safety designee will result in disciplinary consequences.

27. Academic Integrity Policy

Bodine is a place where learning and academic achievement are based on the character traits of respect, excellence, accountability, consideration and honesty. We hold our students to the highest standards of performance and integrity and expect each student to maintain those standards and strive for continuous improvement. Students are expected to take responsibility for their actions to maintain academic honesty. Adherence to this policy will support a positive teaching and learning environment for everyone.

**TYPES OF VIOLATIONS**

Cheating: Copying, using or attempting to use unauthorized materials, information, or study aids in

any academic exercise.

Facilitation: Helping or attempting to help another student violate any provision of the Academic

Integrity Policy.

Falsification: Making up information/data or a citation in any academic exercise and forgery.

Plagiarism: Representing the words or ideas of another as one’s own in any academic exercise.

Please Note: Use of an electronic device to aide in violating the Academic Integrity Policy is a Level 2 violation.

**LEVEL 1 VIOLATIONS**

• Copying another student’s homework, class work, or ideas without the instructor’s permission.

(cheating/plagiarism)

• Allowing another student to copy homework or class work without the instructor’s permission.

(facilitation)

• Not acknowledging another writer’s ideas or direct words within a given assignment. A list of

resources alone is not sufficient. (plagiarism)

• Copying or paraphrasing an excerpt from the Internet or any other source without citing the

source. (plagiarism)

**LEVEL 2 VIOLATIONS**

• Cheating on exams, tests, or quizzes, including failure to follow behavioral and procedural

guidelines before, during, and after testing situations. (cheating)

• Copying or buying an essay, lab report, or project and submitting it as one’s own.

(cheating/plagiarism)

• Using an assignment from a student who previously took the class and submitting it as one’s own

(cheating). Providing that assignment to a current student. (facilitation)

• Using a computer translator in a World Language class without the teacher’s permission. (cheating)

• Obtaining information about the content of an exam, test, or quiz from a student who has already

taken the exam/quiz. (cheating)

• Providing information about the content of an exam, test, or quiz to a student who has not yet

taken the exam/quiz. (facilitation)

• Making up a source to use as a citation in an assignment. (falsification)

• Any academic integrity violation not listed.

**CONSEQUENCES for VIOLATIONS**

LEVEL 1 VIOLATION:

1ST OFFENSE:

• Parent/guardian notified and student fails assignment or

• Disciplinary referral to and conference with administrator or

• other discipline under the student code of conduct

2ND (OR SUBSEQUENT\*) OFFENSES:

• Student fails assignment and

• Disciplinary referral to administrator for assignment to two day suspension or other discipline

under the student code of conduct.

LEVEL 2 VIOLATION:

1ST OFFENSE:

• Student fails assignment and

• Disciplinary referral to administrator for assignment to or

• other discipline under the student code of conduct

2ND (OR SUBSEQUENT\*) OFFENSES:

• Student fails assignment and

• Disciplinary referral to administrator for suspension from school or other discipline under the

student code of conduct

• Offenses are cumulative throughout a student’s career at the Academy at Palumbo

**DETENTION POLICY**

Detentions are assigned by teachers for violations of classroom rules after several warnings which will be served in the classroom at the discretion of the teacher. School-wide detentions are not issued. Teachers will give a 24 hour notification to parents if a detention needs to be assigned

.

 Honor Roll

We celebrate honor roll students each quarter during an Honor Roll Assembly. To qualify for recognition, a student must fall into the following categories:

DISTINGUISHED- all A’s

MERITORIOUS- all A’s and B’s

STUDENTS ARE ALSO RECOGNIZED FOR PERFECT ATTENDANCE EACH REPORT CARD PERIOD.

30. Students in Good Academic Standing

Students with less than two failing grades on their most recent report card are considered to be in good standing. If a student has more than one failing grade in any subject on an interim report or report card, he/she will be ineligible until the following interim report or report card. Students must be in good standing to participate in field trips, and extracurricular activities including dances, school shows and proms. Students may participate in concerts or productions where their class grade is affected. Students who accompany a student in an event sponsored by a class other than their own must also be in good academic standing. For example, a junior attending the senior prom must be in good standing.

Student who are ineligible are not permitted to attend trips, proms, or other extra-curricular activities. If fees are paid for an activity, and the student is ineligible, or becomes ineligible prior to the activity, the fees will not be refunded.

 Student Accounts

 There is a $5.00 charge to replace a lost or damaged ID card. Student accounts are charged $50.00 for unreturned or damaged textbooks. Student accounts are to be cleared each report card period. Unpaid balances will carry over to the next school year. A students will not receive his/her diploma until their student account is clear by March of Senior Year. All payments must be made on-line. No exceptions.

**Security Scans**

For security purposes, students and visitors must pass through a scanning process as they enter school. The scans will detect weapons, drugs, electronic devices, and anything else that is deemed inappropriate or illegal to bring into school.  All other persons coming into Bodine to visit or conduct business fill out the Covid -19 Pre screener before entering the building and go through the screening process at the main entrance before proceeding to the Main Office.

[**COVID**-19 Building Pre-Entry **Screening** Form – Employee Health ...](https://www.google.com/url?client=internal-element-cse&cx=000954567685291728376:l4btouqacim&q=https://www.philasd.org/employeehealth/covid-19-pre-entry-screening-form/&sa=U&ved=2ahUKEwiqy8i6rqTyAhUNGVkFHZ_NC_oQFjAAegQICRAC&usg=AOvVaw0bH2Vsbb7zCMoLcVqcoOCo)

**Visitors**

* All visitors, including guest presenters, must enter the main entrance, report to the main lobby, proceed through the scanning machine, sign in, and explain the purpose for visiting, and then report to the Main Office. Visitors, who fail to report to the Main Office upon entering the building, may be considered trespassing and, therefore, subject to arrest. Parents are always welcome to visit, but it is recommended that an appointment be scheduled in order to meet with an administrator, teacher or counselor to ensure that he/she will be available.
* If a staff member has made prior arrangements for a visitor to see him/her, the Main Office should be informed of the expected visitor. At the conclusion of a visit/conference, the staff member is to direct the visitor(s)/parent(s) or legal guardian(s) to the main entrance, at which time, the visitor(s) will sign the time of their departure.
* If you encounter an unauthorized visitor/unknown person in the building, inquire whether you can be of any assistance to him/her and attempt to determine the legality of the person’s presence in the building. Depending upon response/reception that you receive from the visitor
* Direct the visitor to the Main Office for issuance of pass.
* Seek assistance at the nearest office so that designated personnel may be summoned to the area to assist.
* If you have a concern for your own safety or that of others and choose not to confront the unauthorized visitor/unknown person, report any such person to the Main Office. When doing so, please be sure to provide a good description of the person.
* Unauthorized visitors will be asked to leave the school grounds. If they refuse to do so, they will be subject to arrest for trespassing.

**Visitation privileges will not be granted to:**

* 1. Non-students of Bodine
	2. Former students of Bodine unless they have an appointment  to see a former teacher/staff member, and must have photo ID.
	3. Students who wish to bring young children to school with them are not permitted at any time.
	4. Former Staff of Bodine without a request sent directly to the principal prior to the visitation as an act of professional courtesy. **This includes every scheduled school event or activity.**

APPENDIX

# School-Based Support Roles

**Bodine School-Based Support Roles**

**Athletic Director – Mr. Schieber**Supervises and oversees all aspects of the Interscholastic Athletic Program on behalf of the Principal. Questions about the Sports Program, e-mail Mr. Schieber mschieber@philasd.org

**School Culture Manager – Mr. O’Conner (**toconner@philasd.org **)**Supports principal in overseeing the school’s school culture plan to ensure an environment that is conducive to learning. Oversees and supervises all school-based non-instructional positions and works with staff to ensure that students’ social-emotional needs are met. Is responsible for helping plan, execute and document all fire drills, lockdown drills, shelter in place drills and general evacuation procedures for emergency preparedness.

**Counselors – Dr. Gray, Ms. Tedesco and Mr. Usher (** pagray@philasd.org**,** stedesco@philasd.orggusher@philasd.orgWorks with students grades 9-12 regarding the college process, mental health, academic issues, etc. Interact with parents regarding any aspect of impacting a student.

**ELL Team – Ms. Harris/ Ms. Carnevale,** **jharris@philasd.org****rcarnevale@philasd.org**Works closely with the Office of Multilingual Curriculum & Programs to support English Language Learners in our school.

**Locker Advisor – Ms. Lopez** mlopez@philasd.orgAssist student with the acquisition and maintenance of their school lockers.

**NHS Sponsor – Ms. Mixon** rdmixon@philasd.orgNational Honor Society Sponsor works with students who apply and are accepted into NHS with a 3.85 GPA or higher. Organizes the induction ceremony, holiday toy drive, Valentine’s Day cards/flowers.

**Roster Chair – Ms. Mixon** rdmixon@philasd.orgResponsible for Student Rostering, Gradebook Administration, Program Admin for Targeted Interventions and Grade Improvement. Manage Report Cards, Honor Roll and Interims.

**Secretary – Ms. Espinosa** nespinosa@philasd.org

Offers administrative assistance in the main office and answers general questions for parents and staff.

**Senior Class Sponsor – Dr. Gray** pagray@philasd.orgHandles all senior activities and graduation programing

**Special Education Compliance Manager – Ms. Harris** jharris@philasd.orgEnsures all students with IEPs receive a Free Appropriate Public Education (FAPE) under the laws of The Individuals with Disabilities Education Act (IDEA).

**School Culture Activities and Relationships First Circles – Mr. O’Conner** toconner@philasd.orgOrganizes and coordinates school culture activities for students. Promotes Relationships First Activities during advisory and provides resources to teachers

**Student Eligibility Monitor – Ms. Wilson** kmwilson@philasd.orgMeets with students who are persistently late to and/or absent from school. The monitor meets with students to understand why they are late/absent in order to find out how to best help them improve their attendance and/or punctuality.

**Testing Coordinator – Ms. Harris** jharris@philasd.orgFacilitates all Keystone, SAT/PSAT, and AP exams for the school.

**Yearbook sponsor – Mr. Kolman jkolman@philasd.org**Works with seniors to create the annual yearbook. Oversee the production of the book and the yearbook team to ensure deadlines are met and the students have a book that is inclusive of all seniors.

**Technology/ Inventory Manager- Mr. Kolman** jkolman@philasd.org

Distribute computers to students and troubleshoots minor technology issues. Collects computers at the end of the year and keeps inventory of school technology and other school resources.

**Bodine High School for International Affairs reserves the right to amend this handbook for just cause at any time. Parents, students, and staff will be notified if changes are made.**