



# *South Philadelphia High School*

*2101 South Broad Street, Philadelphia, PA 19148*

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## *Student /Parent Handbook*

*2024-2025*

*“Home of the Rams”*

*Established 1907*

**Kimlime Chek-Taylor**

*Principal*

**Tareen Coston**

*Assistant Principal*

**Maurice West**

*Assistant Principal*

**Joe Tabasco**

*Assistant Principal*



## RAM SQUAD

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**WELCOME**

## **PRINCIPAL'S MESSAGE**

Dear Students and Parents/Guardians:

Welcome Back to South Philly High School, Home of the RAMS! Or, welcome to South Philly High School if you are new to the Southern family. We are delighted to have you with us and look forward to an amazing school year. We have learned a lot from our many experiences last year, and we are ready and excited to serve you. This handbook has been established to explain and inform students and families of the policies and procedures associated with South Philadelphia High School and in accordance with the School District of Philadelphia. It is highly recommended that you will review this handbook and it is our expectation that all students and families will adhere to the rules and regulations of our school thus, creating a safe environment conducive to learning for all.

As part of the South Philadelphia High School family, we will work to meet students and families where they are and in a manner that is culturally sensitive and promotes relationship building. All students are expected to be young leaders and exhibit mutual respect for all adults and students, "at all times". It is our responsibility to cultivate mutual regard for each other and uplift equity of voice for all, allowing us to build one of the best schools in the City of Philadelphia.

Students **must** arrive at school every day, on time, adhere to our dress code policy, and be prepared for a full day of learning. Parents/Guardians must support your child and work in partnership with the school, to ensure our students are successful. Our students thrive when parents/guardians and the school work towards common goals to achieve desired outcomes.

As ordinary individuals, we can unite to make an extraordinary impact. Therefore, I charge you, to show up, to be responsive, to be respectful, to use your resources (school/community), and of all things to **BELIEVE IN YOURSELF!**

This school year will be exciting and productive. I look forward to working with you and for you to build on the amazing traditions of Southern while fiercely embodying the future. We wish all of you a blissful, healthy, and joyful 2024-2025 school year.

Sincerely,

Ms. Chek-Taylor and The Southern Family

**SPHS VISION**

The vision of our school is to create a safe, dynamic, and vivacious teaching and learning environment that promotes risk-taking, progressive methods of instruction, and assessments to foster 21st century skills.

## **“HOME OF THE RAMS”**

### **SOUTH PHILADELPHIA HIGH SCHOOL POLICIES**

#### **ID CARDS**

Students must have proper student identification to enter the building; student ID cards must be visible at all times. It is recommended, students wear their ID card on a lanyard and around their neck. ID cards **MUST** be swiped everyday in the morning and at lunchtime in order to provide a safe environment for all SPHS students and staff. ID Cards are needed to request and pickup fare cards/transpasses.

Failure to wear the ID or present it to *any* staff member will result in disciplinary actions. Students must replace their lost ID card by the end of the following school day and in accordance with the ID card schedule. Students must report lost IDs immediately and complete a student ID request/replacement form.

During lunch, if you have to TYPE in your numbers, you will be asked to step to the side as it holds up the line.

We thank you in advance for your cooperation.

**\*\* Please refer to Principal Chek-Taylor for ID Card Distribution hours \*\***

#### **FARE CARDS**

- Fare Cards are valid for the entire school year.
- Farecard distribution will be on the first day of school during your scheduled lunch.
- Farecards must be reported immediately if loss, stolen, or damaged (CARDS WILL NOT BE REPLACED IMMEDIATELY).
- A Farecard replacement/request form must be completed BEFORE a new card can be issued.
- Farecards will be immediately deactivated upon replacement of the new card.

**DRESS CODE**

The School District of Philadelphia requires all students to wear clothing according to the school Dress Code. The Dress Code is provided so that their appearance does not distract, interfere, create a disturbance or constitute a safety hazard within the school community. A student’s clothing should fit appropriately.

Students shall have the right to dress in accordance with their stated gender identity and/or expression within the constraints of the school’s dress code.

Students are prohibited from wearing clothing and apparel such as: Tube tops, open back/side tops, “crop tops”, 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 AND at least to the fingertips.

Undershirts and bedtime attire, including but not limited to do-rags, bonnets, crocs, slippers, and pajama pants are not to be worn in school.

**STUDENT IDs MUST BE WORN DAILY AND ARE A PART OF THE DRESS CODE**

<b>Permitted</b>	<b>Not Permitted</b>
Black, Khaki Bottoms or Non-Ripped Jeans Black or Khaki Skirt/shorts “knee length”	Pants, Leggings, or Shorts with Clear Missing Sections Shorts above knee length
Clothes Toed Shoes (Sneakers, etc.)	No flip flops, crocs, slippers, sandals, Yezzy Foam Runners, Moccasins, OR No shoes with a heel greater than 2 inches.

Black collared shirt or Any “Official Southern” T-Shirt Preferred	No excess skin exposed
	NO HEADWEAR PERMITTED ESPECIALLY BALACLAVAS (Exceptions - religious)

### UNIFORM ASSISTANCE - MCKINNEY-VENTO ACT

Please go to your school counselor, any member of the STEP Team , or a trusting adult in your school community. Emergency assistance funds are available; **help with IMMEDIATE school enrollment, uniforms, school supplies, sneakers, basic clothing needs, transportation, and bookbags** is also available for students (PreK - 12th grade) that qualify under McKinney-Vento Homeless Assistance Act guarantees a free and appropriate public education for all children and youth experiencing homelessness. B.E.C. 42 U.S.C. 11431 outlines procedures for deciding school placement, enrolling students, and determining responsibility. Federal and state laws make our responsibility clear. With the huge number of children experiencing homelessness currently attending Philadelphia public schools, we must provide proper educational support and services.

What is the definition of a “homeless youth” under Mckinney-Vento?

“Homeless” is defined as anyone lacking a fixed, adequate, regular nighttime residence”.

What situations fit this definition?

- Staying in the home of other people due to unavailable housing, financial hardship, or similar circumstances
- Living in motels, hotels, trailer parks (in some instances – examples: leaking roof, no heat, etc.), public places, or campgrounds due to unavailable suitable housing options
- Living in an emergency shelter or transitional housing
- Unaccompanied (not living in direct care of legal parent or guardian) or runaway youth or Refugee and migrant youth

### ATTENDANCE POLICY

- Parent or legal guardian must submit an absence note to school within three (3) school days of student returning to school following the absence(s) \* If the note is not submitted to school within the required time frame the absence(s) may not be excused
- For absences that do not total three (3) consecutive, parents/guardians must submit to school a handwritten note stating the valid, SDP-acceptable reason for the student's absence(s) within three (3) school days of student returning to school following the absence(s)
- All absences resulting in a total of three (3) or more consecutive days of absence require a valid doctor's note be submitted to school following the absence(s)
- Absence notes written by a parent/guardian can only excuse a total of (8) days of absence throughout the school year
- The attendance policy for the School District of Philadelphia indicates a truancy referral once unexcused absences reach 10 or more. Since it is the parents' responsibility for young children to attend school 10 or more unexcused absences will be referred to DHS-Truancy.

#### **LATENESS POLICY**

- Late arrival interferes with academia and instructional procedures. Students are considered late if they are NOT in their first period class **by 7:35 am.**

#### **CELL PHONES**

- Cell phones are required to be TURNED OFF AND PUT AWAY upon entering the school building.
- Cell phones may be used with the approval of your teacher(s) and for scholastic purposes only.
- SPHS recommends students DO NOT lend or allow other students to use their telephonic or electronic devices.
- **The school is NOT responsible and will NOT replace any lost, stolen, or damaged electronic or telephonic devices including but not limited to: ear pods, chargers, cell phones, tablets, Apple Watches, etc.**

#### **ARRIVAL**



All students will enter the building through the Main Broad Street entrance. Doors will open at 7:20 AM for breakfast only. Students ARE NOT permitted to enter the building BEFORE 7:15 am. Students must power their phones off and place it in their school bag. Students will then place their belongings on the conveyor belt for x-ray and proceed through the metal detector. Students will then be required to tap their ID cards or type their ID# at the designated Schloarchip Kiosk. After swiping their IDs at the kiosks, students are to be in class by 7:30 AM. Any student entering the school after 7:30 AM is considered late.

**NO STUDENT IS DENIED ACCESS TO CLASS FOR LATENESSES.**

### **DISMISSAL**

Students are not permitted to leave their classroom without a pass until the bell rings. Students are only permitted to use Exit 3 (Jackson Street), Exit 6 (Snyder Avenue), and the main entrance/exit doors (Broad Street). Students are not permitted to remain in the building beyond dismissal time, unless under the direct supervision of an authorized staff member or participating in an approved after school activity. NO EXCEPTIONS! Admin and/or School Safety Officer will sweep all hallways to ensure students have exited the building.

PLEASE NOTE: An absence from school on the day of a sports event or extracurricular activity, regardless of the reason, will result in the student's eligibility to participate in that event or activity.

### **INCLEMENT WEATHER**

Students are permitted into the building upon arrival **but NOT before 7:15AM**. Students must power their phones off and place it in their school bag (Yondr Pouch, once issued). Students will then place their belongings on the conveyor belt for x-ray and proceed through the metal detector. Students will then be required to tap their ID cards or type their ID# at the designated Schloarchip Kiosk. After swiping their IDs at the kiosks, they will be encouraged to grab breakfast from the breakfast cart until 7:27 AM. All students will be seated in the Auditorium and dismissed at 7:27AM.

### **EARLY DISMISSAL PROCEDURES**

- Students are not permitted to leave the building on their own
- Parent/guardian/emergency contact must have a picture ID to sign student out
- Parent/guardian/emergency contact must be listed on student information for early dismissal
- Parent/guardian/emergency contact must sign early dismissal log before leaving the Main Office

**Administrators and/or Deans cannot give students permission to leave school early based on a note written by a parent/guardian, or a phone call from a parent/guardian.**

### **SCHOOL WIDE EXPECTATIONS**

As a Southern Star and Academic Scholar, I pledge to do my best and come to school prepared to set and achieve all academic goals.

**R - Respectful (I will make my best effort to show regard for myself and others).**

**A - Accountable (I am responsible for the impact of my words and actions).**

**M -Motivated (I will try my best to believe in myself and look forward to the future).**

**S - Students (I am a lifelong learner).**

### **CAFETERIA/AUDITORIUM EXPECTATIONS**

All students are expected to show respect and consideration for each other and themselves by doing the following:

- Students are required to swipe into the cafeteria for all lunch periods.
- Students may attend **ONLY** their assigned lunch period. Students must wait their turn in the food line, in an orderly fashion (students may not jump ahead of others already waiting in the lunch line).
- Students must be seated during lunch.
- Absolutely NO food or beverage is allowed to be taken out of the cafeteria.
- Students are not to leave the cafeteria area until their lunch period is over unless they have permission from the staff on duty.

- **STUDENTS MUST NOT SIT OR STAND ON TABLES.**
- Follow directives.
- Refrain from combative behavior.
- Be courteous to your peers and all staff.
- Clean up after yourself, keeping the space clean and free from trash and clutter.
- Wait patiently in line to enter the cafeteria.
- Follow the seating guidelines, if applicable.
- Follow and model all CDC/SD social distancing requirements (3ft when possible).

### **SCHOOL BUS EXPECTATIONS**

State laws and regulations govern the operations of SCHOOL AND PUBLIC BUSES. Students who come to school on the bus should return home on the bus unless they have a note from their parents signed by the principal/designee. Riding on the bus is a privilege. Improper conduct on the buses may result in that privilege being denied. Below you will find South Philadelphia High School expectations for student behavior on school buses:

- Do not use profanity.
- Follow directives.
- Refrain from combative behavior.
- Be courteous to your peers and all staff.
- Clean up after yourself, keeping the space clean and free from trash and clutter.
- Follow the seating guidelines, if applicable.
- Follow and model all CDC/SD social distancing requirements (3ft when possible).
- Keep your hands and feet to yourself at all times.
- Remain seated at all times and while the bus is in motion.
- Refraining from throwing objects on the bus and/or out the window.

### **HALLWAY EXPECTATIONS**

Students are allotted three minutes between classes to transition. The following expectations have been generated to facilitate expeditious and safe movement for all. Below, you will find South Philadelphia High School's expectations for student behavior in the hallways:

- Do not use profanity.
- Follow directives.
- Refrain from combative behavior.
- Be courteous to your peers and all staff.
- Clean up after yourself, keeping the space clean and free from trash and clutter.
- Follow the seating guidelines, if applicable.
- Follow and model all CDC/SD social distancing requirements (3ft when possible).
- Keep your hands and feet to yourself at all times.
- Use your own locker.

### **BATHROOM EXPECTATIONS**

The number of people permitted in a restroom will be determined by the size of space and layout of restroom partitions to ensure at least three feet distance between individuals. Restroom toilet partitions provide appropriate separation for individuals. In cases where partitions are not currently in place, and do not extend above the individual's head, signage will indicate the use of every other toilet stall, i.e. every other urinal in the men's restroom will be closed off to keep individuals three feet apart. The same approach will be applied to restroom sinks that don't allow for appropriate distancing. Below you will find South Philadelphia High school expectations for student behavior on school buses:

- Do not use profanity.
- Follow directives.
- Refrain from combative behavior.
- Be courteous to your peers and all staff.
- Clean up after yourself, keeping the space clean and free from trash and clutter.
- Follow the seating guidelines, if applicable.
- Keep your hands and feet to yourself at all times.

### **HALL PASSES**

All teachers will receive Hall Passes on fluorescent paper for their classes. No Hall Passes will be issued during the first ten and last ten minutes of class (No passes before 7:45AM and no passes after 2:15pm). ALL students must present their ID to receive a Hall Pass from the teacher. (No ID/temporary ID, no Hall Pass).

All students are required to have a signed hall pass from their teacher, and their student ID visible, in order to leave a classroom. Hall walking is against school policy and will not be permitted. Failure to comply with the Hall Pass policy will result in disciplinary action.

Your child's teacher will provide to you the norms and expectations that he/she has put in place in the classroom.

### **CAREER AND TECHNICAL EDUCATION PROGRAMS (CTE)**

**GRAPHIC DESIGN:** This program prepares individuals to develop and use skills in illustration, photography, typography, and composition to create visual communications such as logos, advertisements, posters, and brands. Students learn to use technology such as Adobe Photoshop, Adobe Illustrator, and Adobe InDesign, DSLR cameras, lighting gear, iPads, Mac computers, and printers. Students learn about the business of graphic design—salaries, how to price their work, and what to put in a contract—so they are ready for their first jobs and clients when they graduate. They leave with Adobe certifications and a portfolio they are proud of.

**COMPUTER TECHNOLOGY:** This program includes instruction in basic computer design and architecture, programming, problems of specific computer applications, component and system maintenance and inspection procedures, hardware and software problems diagnosis and repair and report preparation. This program prepares individuals to apply basic engineering principles and technical skills in support of professionals who use computer systems.

**CULINARY ARTS:** This program offers theory, laboratory and work experience related to planning, selecting, preparing, and serving of quality food and food products; nutritional values; commercial equipment safety; sanitation and precautions. This program prepares students for employment related to institutional, commercial or self-owned food establishments or other food industry occupations.

**HEALTH PROFESSIONAL & RELATED TECHNOLOGIES:** This program offers core instruction in medical terminology, anatomy and physiology, clinical laboratory

procedures, basic clinical skills, aseptic techniques, OSHA regulations and infection control. Clinical education is an integral part of the program. The program prepares individuals whose career objective is one within the technical allied health field. The program is designed to promote careers in health care and to permit graduates to pursue postsecondary education.

## CTE PROGRAM INFORMATION

### SOUTH PHILADELPHIA HIGH SCHOOL CTE COURSE DESIGN





<p style="text-align: center;">Culinary Arts:</p> <p style="text-align: center;">Baking Cooking Serving Sanitation Nutrition</p>	
<p style="text-align: center;">Computer Support Systems Technology</p> <p style="text-align: center;">Engineering Principles Technical Skills</p>	
<p style="text-align: center;">Commercial and Advertising Art (Graphic Design)</p> <p style="text-align: center;">Visual communication Digital technology Advertising Branding</p>	

Photo editing	
Rehabilitation Aide Sports Medicine HIPAA OSHA-10 Healthcare BLS CPR and First Aid	

CTE Electives: 6 classes of shop (grade 10– 12) represents 6 (2 credits per year) elective credits (Required for Vocational Certification)

Other Electives: All students are required to take 2 Art and Humanities Credits.

### **STUDENT SUPPORT - S.T.E.P.**

If a student is in imminent danger or at significant risk of danger, contact Counselor, Administration, and STEP, for immediate intervention. No formal referral is needed.

STEP can provide TIER 2 support through a.) assistance with creating and implementing behavior plans, b.) providing individual and group therapeutic services. STEP can provide TIER 3 support including crisis intervention. STEP can provide one-time or on-going case management services to support students and families including access to mental health services, homelessness, assistance with medical coverage, and post-high school transition resources. STEP cannot duplicate services a student is already receiving from outside providers. STEP must have a written release of information to contact an outside provider.

For general (non-urgent) referral requests, completed referral request forms must be sent via email to Mr. Gaines, [jgaines@philasd.org](mailto:jgaines@philasd.org) and include:

- Student name
- Referring adults information
- Explanation of the referral
- (For behavior referrals) Methods that have been tried
- Contact had with the student around challenges they are experiencing
- Contact with the legal guardian around challenges presented

STEP referrals for behavior should not be made in the first 6 weeks of school (this is time for TIER 1 supports to be implemented and students given time to adjust and transition to the school year).

## **VISITOR POLICY**

A person planning to visit a District school or facility will be expected to abide by the Visitor Protocol. This protocol applies to contractors delivering/providing goods or services for the District and others. Employees bringing contractors to work on District properties are required to share these requirements, and contractors will be expected to adhere to them.

Contractors must also have their own COVID-19 risk mitigation policies or procedures, which must be provided to, and receive approval from, the District.

All approved visitors will need to have a confirmed appointment for a specific date, time, and purpose to enter a District building. Approved visitors (including parents/guardians) do not have unrestricted access to District facilities and must remain in approved areas only.

## **THE SCHOOL DISTRICT OF PHILADELPHIA POLICIES**

### **PROHIBITION OF WEAPONS AND DRUGS**

WHAT IS PROHIBITION OF WEAPONS AND DRUGS?

Any and all property prohibited by District policy and/or the law.

WEAPONS ARE DEFINED AS THE FOLLOWING:

Any object, device, or instrument designed as a weapon or capable of threatening or producing bodily harm, or which may be used to inflict self-injury including, but not limited to:

1. Any firearm, shotgun, rifle (whether loaded/unloaded, including cap guns, simulated guns, toy guns, pellet guns, and/or BB guns).
2. Any cutting instruments/tool, including any knife, box cutter, and scissors.
3. Any nunchuck, pepper spray, mace, laser pointers, or simulated weapons.

DRUGS ARE DEFINED AS THE FOLLOWING:

Any illegal contraband with the intent to distribute or use including, but not limited to:

1. Controlled *and* non-controlled substances.
2. Unauthorized prescribed medication.



## **BULLYING AND HARASSMENT**

**Bullying**: An intentional electronic, written, verbal, nonverbal, psychological or physical act or series of acts directed at another student or students, which occurs in and/or outside a school setting, that is severe, persistent, or pervasive.

**Discrimination**: To treat individuals differently or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, gender identity, gender expression, ancestry, national origin, marital status, pregnancy, or handicap/disability.

**Harassment**: includes unwelcome conduct such as graphic, written, electronic, verbal, or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, sexual misconduct, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance.

**Racism**: the conscious or unconscious, intentional or unintentional enactment of racial power, grounded in racial prejudice and discrimination, by an individual or group against another individual or group from a perceived lower racial status.

### **How to Report Bullying Harassment or Discrimination:**

Any person, whether the alleged victim or not, may submit a report alleging harassment or discrimination in several ways, including:

1. Completing the online **Bullying, Harassment and Discrimination Reporting Form**
2. Calling the Bullying/Harassment hotline at 215-400-SAFE
3. Submitting a complaint via **Safe2Say**
4. Emailing the Title IX Coordinator directly at **antiharassment@philasd.org**; or
5. Reporting the incident to the building principal or to any other member of the school staff, including teachers, guidance counselors, bilingual counseling assistants (BCAs), coaches, and administrators.

A report may be made at any time, including during non-business hours. All reports alleging harassment or discrimination will be investigated.

## **252 TRANSGENDER AND GENDER NON-CONFORMING STUDENTS**

The purpose of this policy is to ensure safety, equity, and justice for all students regardless of gender identity or gender expression so that they can reach their fullest human and intellectual potential. This policy is intended to facilitate compliance with other local and federal laws and School District of Philadelphia policies concerning bullying, harassment and discrimination.

**“Gender identity”** is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the sex they were assigned at birth. Individuals determine their own gender identity and gender identity may change over time.

**Restroom Access**

Students shall have access to the restroom that corresponds to their **gender identity**. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single stall restroom, but no student shall be required to use such a restroom.

**Dress Code**

Dress Codes Transgender and gender nonconforming students have the right to dress in a manner consistent with their gender identity or gender expression. Schools may not adopt dress codes that restrict students’ clothing or appearance on the basis of gender. In describing dress codes, schools should employ gender-neutral language rather than specify separate “girl” and “boy” uniforms.

**GRADUATION REQUIREMENTS**

CONTENT AREA	CREDITS	REQUIRED COURSE
English	4	English 1 English 2 English 3

		English 4
Social Studies	4	World History African American History American History Social Science
Math	3 or 4	Algebra 1 Geometry Algebra 2
Science	3 or 4	Physical Science Biology Chemistry
Art + Humanities	2	Art Theatre
Electives	4	One of the electives must be a college prep math or science, or a AP class
Health + Physical Education	1.5	Health Physical Education
World Language	2	Two credits of the same language: Spanish 1 Spanish 2
Senior Project		Students will prepare a presentation: interdisciplinary project demonstrating problem-solving, communication, citizenship, career, or multi-cultural competencies. Additional service-learning project required.
Total	23.5	23.5 credits needed per student to graduate.

**PER GRADE - CREDIT PROMOTION SUMMARY**

**Promotion to 10th grade – 5 credits**

**Promotion to 11th grade – 11 credits**

**Promotion to 12th grade – 17.5 credits**

**23.5 credits by the end of 12th grade**

**STUDENT CODE OF CONDUCT 2023-24**

The purpose of this Code of Conduct is to provide guidance and information about students' rights and outline clear expectations for all school community members including students, parents/guardians, and staff. The Code also outlines parent/guardian rights and equips staff with guidelines for modifying and teaching appropriate behavior. The Student Code of Conduct provides alternatives to exclusionary discipline and has as a goal eliminating inequitable disciplinary practices for black and brown students.

[Code of Conduct 2023-2024.pdf](#) is also available on the school district website.

The School District of Philadelphia is committed to providing well-resourced, and safe school environments conducive to teaching and learning. We strive to develop meaningful partnerships with parents and families, so we can work together to encourage academic, social, and emotional growth in all our students. Our goal is to ensure that all of our students have the resources they need to graduate and are ready to succeed as fully engaged citizens of the world.

**WE ARE THE SOUTHERN STARS!**