

YESPHILLY

STUDENT HANDBOOK

2023 – 2024

WE ARE LOCATED AT 2709 N. BROAD STREET, 4th Floor
(Rear entrance on Park Ave.)

PHONE: 215-769-0340

EMAIL: info@yesphilly.org

ONLINE: <http://yesphilly.org>

INSTAGRAM: [yesphillyhs](https://www.instagram.com/yesphillyhs)

EXPECTATIONS

YESPhilly is committed to your success. You can expect:

- Safe, clean, comfortable, and inviting school.
- Accelerated programming that includes all academic classes that you need to earn your high school diploma (12 credits per year).
- Clear expectations that are implemented fairly and consistently.
- Teachers and other staff who are respectful and supportive.
- Confidentiality.
- TransPasses if eligible. School-district provided breakfast and lunch.

To succeed, you will need to:

- Have good attendance – show up every day, on time, and ready to learn.
- Work hard and participate fully.
- Honor our NO FIGHTING and other school policies.
- Show respect for your peers, staff, and our guests.
- Respect the learning environment.
- Keep YESPhilly safe and clean by picking up after yourself.
- Communicate with your teachers, counselors, and other staff.

If you need to contact YESPhilly, you can:

- CALL us at 215-769-0340 (use Staff Contact List until we reopen)
- See us in person at 2709 N. Broad Street, 4th Floor, Rear Entrance (on Park Ave)
- Email us at info@yesphilly.org

ATTENDANCE POLICY

ABSENCES

If a student misses **10 DAYS** or more in any term, they are at risk of being discharged.

ARRIVING LATE

Students are expected to come to school on time every day and stay in school until their scheduled classes are over. **ON TIME in the morning means clocking in the Front Office with a School District ID by 8:30 AM!**

If a student arrives after 8:30, they need to sign the LATE LOG in the Front Office. This includes name, time arrived, and reason for being late.

After a student is late the 3rd time, a parent/guardian will be contacted.

After a student is late for a 6th time, a conference will be scheduled with a parent/guardian.

Repeated absences and lates affect grades. Teachers will inform a parent/guardian how absences and lates are affecting the student's grades during Progress Report calls weeks 4, 6, and 8 of each term.

EXCUSED ABSENCES & EARLY DISMISSALS

A student can get an **Excused Absence** for: 1) illness or injury, 2) 6 weeks or 30-school days after the birth of a child, 3) death or funeral-related absence, 4) suspension, and 5) religious holidays. For an absence to be excused the student needs to provide a legal document, such as a note from a doctor or an authorized official, immediately upon returning to school. Written notes must include a valid telephone number or other means of contact for verification purposes.

If a student needs to leave school for a medical or legal appointment, they must get an **Early Dismissal** slip from the Front Office. To get an Early Dismissal, a student must have a parent/guardian contact the Front Office or provide documentation for the appointment. If the student does not have documentation, they must bring it in the next day. Exceptions can be made for illness or true emergencies.

The Front Office manages and documents all Absences and Early Dismissals, whether they were excused or unexcused, and shares information with the Dean of Students and the Counselor. They will contact a parent/guardian if a student frequently requests an Early Dismissal.

CUTTING CLASS or LEAVING SCHOOL

If a student skips a class or leaves school without an EARLY DISMISSAL slip (see above), staff will contact the parent/guardian and set up a meeting to discuss why the student was not in class or left school. Repeated cuts will affect grades, and a student may be dropped from classes they cut. Dropped classes slow down progress toward graduation.

HALL PASS—REQUIRED TO LEAVE CLASS

To leave class, a student must have a **HALL PASS** from the teacher. A Hall Pass is needed to use the bathroom or leave the classroom for any reason. *Hall passes are not used to make calls, send/receive messages, request an early dismissal, or get food.*

LUNCHES

Lunch is provided by YESPhilly and eaten in our classrooms during COVID and for some students in the lunch area. Students are not permitted to leave the building during lunchtime unless they have earned a lunch pass for perfect on-time attendance.

SNOW DAYS AND WEATHER POLICY

When the Philadelphia Public Schools are closed due to the weather, YESPhilly is closed. When the Philadelphia Public Schools have a two-hour delayed opening due to the weather, YESPhilly opens at 10 A.M. This information is available at the District's Information Hotline at 215-400-4636 as well as their website, www.philasd.org.

CODE OF CONDUCT

The Code of Conduct applies to school community members while they are in school and/or at any school sponsored activity such as a class trip or event. The Code of Conduct also applies to all students while they are traveling to and from school, using any mode of transportation.

The Code of Conduct also applies to off-ground and after-hours (including weekends) behavior if the incident impacts the school community.

OUR “NO FIGHTING” POLICY

Fighting is grounds for immediate suspension and potential expulsion.

Fighting includes *any* physical altercation or assault on a student or other member of the school community (staff or visitor), as well as instigating and/or participating in a group assault.

This includes incidents on or off the school premises and includes bringing someone else to the school to fight. This also includes bullying, cyberbullying, or instigating a fight on any social media.

Bullying can take many forms and can include a variety of behavior. As defined in this policy, bullying refers to direct or indirect action, which may include but is not limited to:

1. Physical – hitting, kicking, pushing, shoving, getting another person to hurt someone;
2. Verbal – slurs—including but not limited to racial, gender-based, or religious—name-calling, teasing, taunting, harassment, gossiping;
3. Nonverbal – threatening, obscene gestures, isolation, exclusion, stalking;
4. Psychological or Relational - involves spreading malicious rumors, and engaging in social isolations or intimidation; and
5. Cyberbullying – any form of bullying that occurs by the use of electronic communication devices or through means of social networking, email, instant messaging, text messaging, tweets, blogs, photo and video sharing, chat rooms, dash boards, websites or apps including personal profile websites or apps, such as Snapchat, Instagram, and Facebook.

Possession of a weapon, and threats of mass violence (i.e.. school shooting or bombing) will result in police involvement and potential expulsion.

HOW WE HANDLE FIGHTING

1. When necessary, police will be involved to stop the fight.
2. All students involved in physical assaults, fighting, or instigating a group assault will be suspended.
3. Each student’s parent/guardian will be contacted immediately to schedule a parent

conference within 3 days of the suspension.

4. School administration will conduct a thorough investigation.

5. At the conference the parent/guardian may request a copy of the student's records and any witness statements.

6. The school administration will discuss the student's problem behavior and ways to correct it, and inform the parent/guardian of any further disciplinary action.

7. We will initiate the Expulsion/Disciplinary Transfer process for any students who are found to have committed assault, or to have instigated a group assault, or to have participated in a group assault.

RESPECT YOURSELF, YOUR PEERS, STAFF, THE SCHOOL COMMUNITY, AND THE LEARNING ENVIRONMENT

Every student is at YESPhilly to complete their high school education. We need everyone's cooperation to maintain a respectful and focused learning environment.

Violating the following norms is considered disruptive behavior.

This includes:

- 1) No hostile or aggressive communication.
- 2) No bullying, cyberbullying, inappropriate (and unwanted) touch, sexting, videotaping fights, videotaping someone in a situation where there is an expectation of privacy or sharing of hurtful messages/images. Depending on the severity, these inappropriate acts may result in suspension or expulsion.
- 3) No harassment, *including sexual harassment*. Depending on the severity, harassment or sexual harassment may result in suspension or expulsion.
- 4) No threats or intimidation including verbal, written or by gesture.
- 5) No profane or obscene language or gestures.
- 6) No sexual acts (consensual or non-consensual). Sexual acts may result in suspension, non-consensual acts result in mandatory police involvement and potential expulsion.
- 7) No arriving at school under the influence of drugs or alcohol.
- 8) No stealing. Theft results in mandatory police involvement.
- 9) No horseplay, including running, play-fighting, and throwing things.
- 10) No leaving the classroom without permission. You must have a Hall Pass when you leave the classroom and carry it with you.
- 11) No dressing inappropriately for school (see Dress Code)
- 12) No demonstration of behaviors that disrupt classes or activities. Avoid side conversations and conversations that disrupt others' learning

- 13) ***No use of cell phones, personal devices, and/or headphones/earbuds during either classes or other scheduled activities without teacher permission.***

HOW WE HANDLE LACK OF RESPECT FOR YOURSELF, YOUR PEERS, STAFF, THE SCHOOL COMMUNITY, AND THE LEARNING ENVIRONMENT

1. Whenever possible, teachers and other staff will remind students of the Code of Conduct and redirect them.
2. When redirection does not work, teachers will ask the student to step out of the classroom or activity for a brief conversation.
3. When a hallway conversation does not work, other staff will be called in to remove the student from class until they are ready to return in a positive manner. This may include a restorative process, conflict resolution, or mediation. In these situations, a parent/guardian may be contacted.
4. If a student is not able to resume respectful behavior, the student will receive a disciplinary write-up and/or action.
5. When there is a repeated pattern of disrespectful and/or disruptive behavior, students must participate in a restorative circle and/or process.
6. If disrespectful/disruptive patterns of behavior continue after the restorative process, the student must participate in a formal conference with their parent/guardian.

Drugs and alcohol: If we suspect that a student is under the influence of drugs or alcohol, the student will be sent to a counselor, a parent/guardian will be contacted, and the student will be sent home.

Parents/Guardians who have any questions or concerns related to discipline are encouraged to contact the school administration. A copy of the School District of Philadelphia (SDP) Code of Conduct can be requested from school staff. Parents may also contact the Office of Student Rights and Responsibilities.

Cell Phone Use

If a student has been reminded to put their phone and devices away and they continue to use them during class or scheduled activities, the teacher or a staff person will initiate the following process:

1. The teacher will have a brief hall conversation with the student, and the student must

give their phone to the teacher for the remainder of the period, and the student can return to class.

2. If the hall conversation does not go well and the student refuses to give their phone to the teacher, then the Dean of Students, Counselor, Principal, or School Director will be contacted to meet with the student.
3. When the student meets with one of these staff, they will try to understand why the student is not cooperating with the teacher. In order for the student to return to class, however, the student must give their phone to the staff person for the rest of the day and have a brief restorative meeting with the teacher before returning to class.
4. If the meeting with the staff person does not go well and the student refuses to give up their phone for the day, the parent/guardian will be contacted, the student may have to leave for the day, and will not be allowed back into the classroom they were removed from until they have a restorative meeting with the teacher.
5. If the teacher determines that cell phone usage has become disruptive, the teacher may collect cell phones from ALL students.

SUSPENSION AND EXPULSION PROCEDURES

According to Pennsylvania law, suspension is defined as the denial to a student of the right to attend school for any period of up to ten (10) days. Suspensions must be preceded by notification to the student and parent/guardian in writing. The School District of Philadelphia has three categories of suspension— 1) in-school, 2) short-term (3 or fewer days), and 3) long-term (4 to 10 days).

According to Pennsylvania law, expulsion is defined as exclusion from school for more than ten (10) school days. Students who have committed an offense subject to expulsion will also be suspended and have the right to the procedures established for suspension. Expulsions require a formal hearing process including the following:

1. Notification of the charges in writing by certified mail,
2. At least three-days' notice of the time and place of the hearing, and notice of the right to representation by legal counsel. Students may request rescheduling of the hearing when he/she demonstrated good cause for an extension,
3. The hearing shall be private unless the student or parent/guardian requests that it be public,
4. Representation by counsel at the parent/guardian's expense,
5. Disclosure of the names of witnesses against the student and copies of their written statements,
6. The right to request that witnesses appear in person and answer questions,
7. The right to testify, make arguments and present witnesses on the student's behalf,
8. A written or audio record shall be kept of the hearing and a copy made available to the student upon request, and
9. The hearing shall be scheduled within 15 days of notice of charges unless a delay is mutually agreed to by both parties or required by the need for laboratory reports from law enforcement, evaluations or other court or administrative proceedings are pending, or it is in the best interest

of the victim in cases of sexual assault or serious bodily injury.

DRESS CODE

What to Wear

- Clothing that is clean and not ripped
- Clothing that fits well and is not too revealing
- Jeans, slacks, shorts, skirts, and dresses
- T-shirts, pull-overs, sweaters, and tank tops (not showing cleavage)
- Sneakers, boots, and sandals

What NOT to Wear

- Clothing that reveals the midsection, intimate body parts, or underwear
- Clothing that has holes, rips, and/or patterns which reveal intimate body parts
- Clothing with offensive language, guns, violence, drugs and/or alcohol representation
- Shirts with spaghetti straps, halter tops, tube tops, swimsuits, slippers, or pajamas are not acceptable. Bike shorts or shorts more than 6-inches above the knee are not acceptable.

Consequences

- If a student is wearing a shirt with inappropriate writing or images, they will be asked to turn it inside out.
- If a student is wearing pants that are too low, they will be asked to pull them up.
- If a student is wearing clothes that are too revealing, including shorts and skirts that are too short and cannot be adjusted, they will be sent to the Dean of Students or Counselor.

Policy 252

For transgender and gender nonconforming students, the challenge to participate in virtual classrooms is real. All students, even those under 18, have the right to change their name in our district's student information system, and thus in all of our systems that receive data from the SIS, without parental consent and without a court order. We have received this guidance from the FERPA office (Family Compliance Office in the United State's Department of Education). You can read more about the District's process for addressing this by clicking [HERE](#).

Students who have expressed they would like their gender preferred name to be used not just when they are in school but also when participating in a virtual classroom, for example Google Classroom or Zoom, please contact a staff member (contact information on pages 10 and 11 of this handbook) or Philadelphia School District's Office of Student Rights and Responsibilities at (215) 400-4830.

Policy 249

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 and has the effect of doing any of the following:[1]

1. Substantially interfering with a student's education;
2. Creating a threatening school environment; or
3. Substantially disrupting the orderly operation of the school.

You can read more about the District's process for addressing this by clicking or visiting [249_Bullying_Cyberbullying_Policy_January.pdf \(philasd.org\)](#).

Policy 248

Harassment shall consist of verbal, nonverbal, written, graphic or physical conduct relating to an individual's sex, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin/ethnicity, religion, disability, English language proficiency, socioeconomic status and/or political beliefs. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. A single incident of harassment may implicate more than one protected class. For example, a student may be targeted because of his/her race and sexual orientation.

You can read more about the District's process for addressing this by clicking or visiting [Policy-248.pdf \(philasd.org\)](#).

ACADEMICS: CREDITS AND GRADUATION

YESPhilly is an Accelerated High School that is part of the School District of Philadelphia. Students need to earn 23.5 credits to earn a high school diploma. Depending on how many credits were earned before coming to YESPhilly, students need to take classes for somewhere between one and two years.

The Philadelphia School District credit requirement for each subject area is:

English - 4 credits

Mathematics - 3 credits

Science - 3 credits

Social Studies - 4 credits

Foreign Language - 2 credits

Health - 0.5 credit

Physical Education - 1 credit

Electives - 4 credits

Arts & Humanities - 2 credits

YESPhilly is a Summit Learning Partner. We use the Summit Learning curriculum and their grading policy and rubrics to assess student performance. Both content-area work and projects must be completed to earn credit. Students and parents/guardians have access to the student's academic progress and grades on the Summit website. Staff will help the student and parent/guardian create a login and password for Summit.

CLASS SCHEDULES

| Monday/Wednesday/Friday | |
|-------------------------|---|
| 8:30-8:40 | HR/Mentoring |
| 8:45-9:40 | 1st Period |
| 9:45-10:40 | 2nd Period |
| 10:45-11:40 | 3rd Period |
| 11:40-12:10 | 4th Lunch |
| 12:15-1:00 | 5th Mentoring (Naviance/Mentoring/Career) |
| 1:05-2:00 | 6th Period |
| 2:05-3:00 | 7th Period |

| Tuesday/Thursday | |
|-------------------------|-------------------------|
| 8:30-8:40 | HR/Mentoring |
| 8:45-9:40 | 1st Period |
| 9:45-10:40 | 2nd Period |
| 10:45-11:40 | 3rd Period |
| 11:40-12:10 | 4th Lunch |
| 12:15-1:10 | 5th Period |
| 1:15-2:10 | 6th Period |
| 2:15-3:00 | 7th PE/Health/Electives |

| Half Day | |
|--------------------|------------------------------|
| 8:30-9:00 | 1st Period |
| 9:05-9:35 | 2nd Period |
| 9:40-10:10 | 3rd Period |
| 10:15-10:45 | 5th Period |
| 10:50-11:20 | 6th Period |
| 11:25-12:00 | 7th Mentoring/Post-secondary |

STAFF CONTACT INFORMATION

Staff are here to support every student. Our main phone number is **215 769-0340**.

Administration:

Executive Director: Gary Paprocki - ext 1010 gpaprocki@yesphilly.org

Principal: Dr. David Rivoire – ext 1012 drivoire@yesphilly.org

Dean of Students: Shanta Richardson - ext 1009 srichardson@yesphilly.org

School Secretary & Enrollment: Marie Jean-Louis - ext. 1002 frontdesk@yesphilly.org

Teachers and Counselors:

Math Teacher: Naomi Spearman - nspearman@yesphilly.org

English & Summit Learning Coordinator: Tye Vallone - tvallone@yesphilly.org

Science: Juliet Musoke - jmusoke@yesphilly.org

STEM: Trans Vo-Naber - tvonaber@yesphilly.org

Arts & Humanities: Megan Jones - mjones@yesphilly.org

Social Studies: Frazee Sutphen - fsutphen@yesphilly.org

Spanish: Antonio Flores - aflores@yesphilly.org

Special Education: Debra Stark - dcstark@yesphilly.org

Counselor: Channell Forrest - cforrest@yesphilly.org

Counselor: Cheryl Thomas - cthomas@yesphilly.org

ELECT Counselor: Zakiyyah Snead zsnead@jfcspilly.org

Post-Secondary Coordinator: Lena Powell - lpowell@yesphilly.org

Career Readiness: Jazmine Robinson - jrobinson@yesphilly.org

Safety Coordinator: Art Green - agreen@yesphilly.org

The YESPHILLY CREED

YESPhilly!

Every challenge is an opportunity. Every opportunity is a gift.

I have overcome harder times. I dig deep in my soul to find my GRIT.

I welcome the challenge. I have much to learn. My Desire to win is my fire that burns.

I am dedicated, committed, I AM focused MAN! I give my all, because

I deserve no less, and I am destined for success!

I make no excuses. I get up more times than I am knocked down.

Nothing can stop me—how do you like me now?

I am responsible to myself, my people, and the world.

I do what is right even when it hurts.

Nothing can stop me from reaching my goal!

Nothing can stop me from reaching my goal!

Every challenge is an opportunity. Every opportunity is a gift.

I have overcome harder times. I dig deep in my soul to find my GRIT.

YES Philly!

CODE OF CONDUCT

The Code of Conduct applies to school community members while they are in school and/or at any school sponsored activity. The code is defined on **page 4** of this handbook and applies during the current school year.

DRESS CODE

What to Wear

- Clothing that is clean and not ripped
- Clothing that fits well and is not too revealing
- T-shirts, pull-overs, sweaters, and tank tops (not showing cleavage)

What NOT to Wear

- Clothing that reveals the midsection, intimate body parts, or underwear
- Clothing that has holes, rips, and/or patterns which reveal intimate body parts
- Clothing with offensive language, guns, violence, drugs and/or alcohol representation
- Shirts with spaghetti straps, halter tops, tube tops, or swimsuits.

ACADEMICS: CREDITS AND GRADUATION

This remains the same whether students are taught virtually, through a hybrid model, or in person. (See **page 8** above for details.)