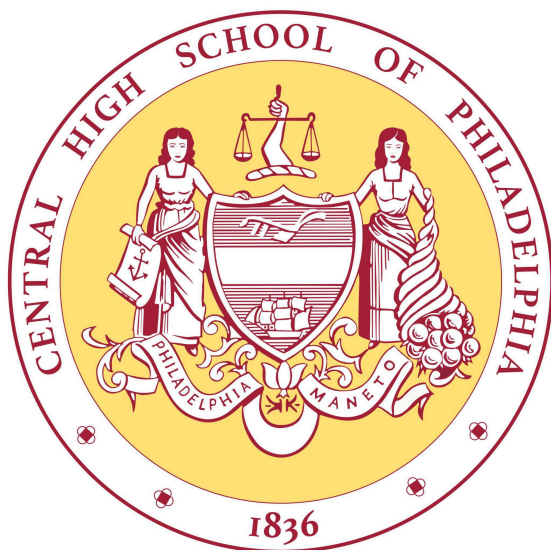


Central High School



The School District of Philadelphia

STUDENT HANDBOOK

2023 - 2024

Katharine S. Davis, President

Theresa N. Harrington, Assistant Principal

Dr. Tracy E. Scott, Assistant Principal

Aviva R. Synder, Assistant Principal

Dr. Tony Watlington, Superintendent

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Family Letter

September 2023

Dear Students, Parents and Guardians:

This booklet codifies many of the policies and procedures connected with Central High School. Please review this information closely and reach out for clarification as needed.

We believe that each student who attends Central is a responsible, mature young adult who understands, and is sensitive to, the need to function in a healthy, safe, academic environment. It is our fondest hope that everyone progresses well academically and demonstrates constructive citizenship at all times.

In order to continue the reality of Central being the finest high school in the country, each of us (staff, student, alumnus, and parent) must do their best to reach that goal. For a staff member, it means supporting students to learn to the highest potential possible; for a student it means coming to school every day on time prepared to work in a responsible manner; for an alumnus it means continuing to care and share with each new class the traditions which make Central unique; for a parent, it means taking the time to invest in your child's education. Central expects the best. The work is challenging and the effort must be greater and constant.

In order to reach the quality of education to which we all aspire, everyone must make a personal commitment to obtain that goal. The process of responsible scholarship will translate into the product of sustained excellence in academics. Please remember whenever the weather becomes too hot or too cold, whenever there are transportation challenges, and whenever the inevitable setback occurs, that it is necessary to rededicate oneself to success.

If there are any questions, please do not hesitate to contact us on the school levels. Best wishes for a wonderful year.

Katharine S. Davis, President
Central High School

School Mission

As a college preparatory public school, Central High challenges students with rigorous academic programs to prepare them for the demands of higher education. Building upon the diversity in our school, we aim to prepare students to contribute and thrive in a heterogeneous world. We will enable students to develop problem solving skills, a life-long passion for learning, and aspirations to be thoughtful leaders of their generation.

The Central community (including students, parents, faculty, staff, alumni, and community partners) believes the following:

1. The diversity of our student body is a precious asset; the inclusion and engagement of all community members is essential to our collective success. --Our essential purpose is to foster the highest level of academic achievement for each student.
2. Students thrive when provided with the necessary intellectual and emotional support needed to meet the challenges of a total learning community. --Students learn best when their curiosity is stimulated, and they are encouraged to take intellectual risks.
3. The availability of robust and inclusive extra-curricular programs are essential to the positive overall experience of the school.
4. Service is critical to the development of students' character and sense of civic responsibility.
5. Central, as an institution, is committed to the same process of self-exploration that it cultivates in its students.
6. Central strives to build a cohesive, mutually supportive, academic community to serve as a model for the community at large.

Graduate Profile

What do we expect CHS graduates to know?

As a result of their experiences at Central High School, graduates will...

- Possess a broad and deep knowledge of the disciplines studied
- Have the ability to write or speak effectively
- Acquire a strong foundation in world language
- Understand technology and use it responsibly
- Know how to conduct/perform research and evaluate and credit resources
- Integrate and apply what they have learned across disciplines
- Understand that learning goes beyond the classroom

As individuals, Central High School graduates will ...

- Celebrate their uniqueness and cherish their creativity
- Recognize personal strengths and limitations
- Possess self-confidence and understand the importance of a balance between a healthy body and healthy mind
- Demonstrate the responsibility that comes with freedom

As members of society, Central High School graduates will ...

- Value and understand collaboration
- Know how to resolve conflict through diplomacy
- Communicate effectively with others
- Appreciate the power and potential of a diverse population

What do we expect CHS graduates to be able to do with what they know?

- Pursue post-secondary education
- Use their education to improve their communities, country, and world
- Work to improve their own lives, the lives of others, and their community
- Be knowledgeable, flexible, and innovative enough to tackle the challenges of an ever-changing world
- Be passionate, life-long learners who will carry the traditions of Central

Faculty Contact Information

School Telephone 215 - 400 - 3590

Fax: 215 - 400 - 3591

Website: centralhs.philasd.org

Administration

Ms. Katharine Davis	President	kdavis4@philasd.org
Ms. Theresa Harrington	Assistant Principal	tharrington@philasd.org
Dr. Tracy Scott	Assistant Principal	tescott@philasd.org
Ms. Aviva Snyder	Assistant Principal	ahockfield@philasd.org
Mr. James T. Brooks IV	Assistant Principal	jbrooksiv@philasd.org

Main Office Team

Ms. Antonia Washington	President's Secretary	awashington3@philasd.org
Ms. Rochelle Flowers	Secretary	rflowers2@philasd.org
Ms. Lynn Brown	Office Assistant	lbrown11@philasd.org

Counseling Team

Dr. Christine Soda	Lead Counselor Student last names H-L	csoda@philasd.org
Ms. Elana Chasan	Student last names C-H	erchasan@philasd.org
Ms. Robin Hart	Student last names L-P	rrhart@philasd.org
Ms. Autumn Sharp	Student last names A-C	asharp@philasd.org
Ms. Jennifer Stern	Student last names P-T	jstern@philasd.org
Ms. Heather Wardlaw	Student last names T-Z	hwardlaw@philasd.org

Nursing Team		
Ms. Leigh Anne Coakley, RN	Nurse	lcoakley@philasd.org
Mr. Rodney Abary, RN	Nurse	rabary@philasd.org

Class Sponsors		
Mr. Jeremy Julien	Freshman Class	jdjulien@philasd.org
Dr. Christine Soda	Sophomore Class	csoda@philasd.org
Ms. Ashley Zeserman	Junior Class	azeserman@philasd.org
Mr. Michael Horwits	Senior Class	mhorwits@philasd.org

School Leadership Cabinet		
Mr. Benjamin Hover	English SBTL	bhover@philasd.org
Ms. Rachel Rodriguez	World Language SBTL	rgrimes@philasd.org
Mr. John Zak	Math SBTL	jzak@philasd.org
Mr. Ben Blazer	Arts SBTL	bblazer@philasd.org
Mr. Richard Drayton	Physical Education SBTL	rdrayton@philasd.org
Mr. Boris Ovetsky	Science SBTL	bovetsky@philasd.org
Ms. Lisa Sheldon-Matje	Social Studies SBTL	lsheldonmatje@philasd.org
Dr. Christine Soda	Lead Counselor	csoda@philasd.org

Barnwell Cybrarian

Mr. John Lobron

IB Coordinator

Mr. Nick Palazzolo

Sp. Ed. Compliance (SPECM) Dr. Olabimpe Abayomi-Ige

Major Activities	Ms. Alina Whittle – Student Association Mr. Daniel Kannengieszer – Centralizer Ms. Paola Vashierrez – Yearbook Mr. Bevenour – Mirror
Building Engineer	Mr. Jonathan Hayes
Cafeteria Manager	Ms. Deana Gray-Williams
Associated Alumni President	Mr. Robert Del Femine
Archivist	Mr. David Kahn
Home & School President	Ms. Leslie Medley

School Calendar 2023-2024

School-based Activity Dates Are Subject To Change

August 24 – New Student Orientation
August 25 – New Student Orientation
August 29 – First Day Back for Staff
August 29 - September 1 – Staff Professional Development
September 4 – School Closed for Labor Day
September 5 – First Day for Students (8:00 AM -3:04 PM)
September 19 – Back to School Night, 5:30-7:30 PM
September 25 – School Closed for Yom Kippur
September 26 – Blood Drive
September 29 – Term 1 Interim Reports, SEL DAY1
September 29 – Professional Development Half Day (12:02 Dismissal)
October 2023 – 283 Museum Day (exact date TBA)
October 9-13 – Hispanic Heritage Showcases
October 11 – Financial Aid Night @Central (In-Person event)
October 11 – SAT/PSAT Testing, Grades 9-12
October 27 – Staff PD Half Day (12:02 Dismissal)
November 7 – School Closed, Election Day
November 15 – Term 1 Ends
November 20 – Career Day
November 21 – 283 vs. 284 Powderpuff Football Game
November 22 – Alumni Day
November 22 – Staff PD Half Day (12:02 Dismissal)
November 24-25 – Thanksgiving - Schools Closed
November 24 – Homecoming Football Game @ NEHS
November 27 – School Closed, Q1 Report Card Conferences
December 15 – Staff Professional Development Half Day, 12:02 Dismissal
December 15 – Term 2 Interim Reports, SEL DAY 2
December 25 - January 1 – School Closed for Winter Recess
January 2 – Full Day Professional Development, School Closed for Students
January 15 – School Closed, Dr. Martin Luther King Jr. Day
January 16-19 – Midterm Examinations
January 26 – Term 2 Ends
February 1 - 2 – Term 2 Report Card Conferences, 12:02 Dismissal
February 9 – Staff Professional Development, 12:02 Dismissal
February 13 – Blood Drive
February 19 – Schools Closed for Presidents' Day
February 23 – Term 3 Interim Reports
February 26 - 29 – AASU Showcase Week
March 8 – SEL Day 3 Staff Professional Development Half Day, 12:02 Dismissal

March 18-22 – Multicultural Week
March 25 - 29 – Spring Recess, School Closed
April 1 – Term 3 Ends
April 4 - 5 – Term 3 Report Card Conferences, 12:02 Dismissal
April 10 – Eid-al-Fitr, School Closed
April 15 - 19 – API Showcase Week
April 23 – Election Day (Tentative), School Closed
April – 284 Junior Prom
April/May – College Info Night for Juniors @ Central
May – 285 Soph Hop
May – 283 Senior Prom
May – IB, AP and Keystone Testing
May 3 – Term 4 Interim Reports
May 10 – Professional Development Half Day, 12:02 Dismissal
May 19 – Professional Development Half Day, 12:02 Dismissal
May 27 – Memorial Day, School Closed
May 28-31 – Final Exams
June – **283** Class Commencement
June 7 – SEL Day 4
June 13 – Staff PD Half Day - 3 Hour Early Dismissal
June 14 – Last Day for Student and Staff

School Information

Notification of Non-Discrimination

All courses, interscholastic sports programs, and extracurricular activities at Central High School are available to all students required by Title IX, Section 504, and Title VI. If there are prerequisites, they are based on ability and aptitude, not on sex, race, color, national origin, or any handicapping conditions. If you have an Individual Education Plan (IEP) or 504 accommodation plan, you may qualify for special services and instruction, and equipment modifications, so you can successfully complete an activity.

School Schedules

Our bell schedules are subject to change and available on our school website.

Regular Bell Schedule

Building Opens	7:00am
Advisory	8:00-9:00
1st Period	9:03-9:52
2nd Period	9:55-10:44
3rd Period	10:47-11:36
4th Period	11:39-12:28
5th Period	12:31-1:20
6th Period	1:23-2:12
7th Period	2:15-3:04

Three-Hour Early Dismissal Bell Schedule

Building Opens	7:00am
Advisory	8:00-8:32
1st Period	8:35-9:02
2nd Period	9:05-9:32
3rd Period	9:35-10:02
4th Period	10:05-10:32
5th Period	10:35-11:02
6th Period	11:05-11:32
7th Period	11:35-12:02

Two-Hour Early Dismissal Bell Schedule

Building Opens	7:00am
Advisory	8:00-8:24
1st Period	8:27-9:04
2nd Period	9:07-9:44
3rd Period	9:47-10:24
4th Period	10:27-11:04
5th Period	11:07-11:44
6th Period	11:47-12:24
7th Period	12:27-1:04

Two-Hour Late Arrival Bell Schedule

Building Opens	9:00am
Advisory	10:00-10:24
1st Period	10:27-11:04
2nd Period	11:07-11:44
3rd Period	11:47-12:24
4th Period	12:27-1:04
5th Period	1:07-1:44
6th Period	1:47-2:24
7th Period	2:27-3:04

Arrival and Dismissal

Arrival:

School begins at 8:00AM for all students. The School District requires that high school students pass through metal detectors upon entering the building. The following items are not allowed on school grounds: tobacco products (vape paraphernalia, cigarettes, electronic cigarettes, etc.) drugs, alcohol; weapons (knives, very sharp objects); over the counter or prescription drugs without approval from the nurse; spray paint; glass. Upon entering the building students are required to swipe their student ID's at the ScholarChip Kiosk for attendance. Grab and Go breakfast is available daily. We utilize the main entrance doors and the side patio doors for daily arrival.

Lateness:

School begins at 8:00 AM for all students. Students are expected to be in

advisory daily by 8:10am. Anyone arriving to advisory after 8:10 AM will be marked tardy.

Student Dismissal:

There is no adult supervision after school except for sponsored school activities. Students not in supervised activities must leave the school building at dismissal. This includes early dismissal days.

Inclement Weather

In the case of inclement weather, school closure announcements are always broadcasted on the radio, television, philasd.org and centralhs.philasd.org. Schools throughout the Philadelphia area will be announced as “*All Philadelphia Public Schools are Open/Closed/ On a Two Hour Delay.*” No specific Philadelphia public school names or numbers will be announced. If the School District of Philadelphia is open, Central High School is open.

Academic Integrity

Students at Central are expected to exhibit honesty and integrity in all of their actions. Learning requires that students be responsible for their own work at all times. Cheating, plagiarism, inappropriate use of any technology (cell phones, internet, etc.), and other violations of the Academic Integrity Policy may result in serious disciplinary consequences. Click [on this link](#) to view Central’s complete academic integrity policy.

Assessment

Teachers use multiple assessment procedures to assess students. These assessment methods include; classwork, homework, notebooks, quizzes, tests, laboratory work, projects, reports and research papers, portfolios, and midterm and final examinations. Teachers will inform students of their grading policy at the beginning of the school year. Work missed because of unexcused absence or lateness can lower academic marks. Each student should have at least one other student in each class to contact for assignments missed due to absence. It is the responsibility of the student to make arrangements with teachers to make-up missed work.

Test Days

At Central High School, each academic Department is assigned two days per week to administer assessments. The following is a schedule for the school year 2023-2024.

Department Testing Days	
Arts Department	Monday & Friday
English Department	Wednesday & Friday
World Language Department	Wednesday & Friday
Math Department	Monday & Thursday
Science Department	Tuesday & Thursday
Social Studies Department	Tuesday & Thursday
Physical Education Department	During designated Health Days

Homework

Homework is an integral part of the student's educational program. While the amount of work assigned will vary among teachers and departments, it is essential that such assignments be completed and turned in on time. A regular check on the student's assignment will ensure continued success. Every student should assume they have homework in every subject each day. It is a schoolwide expectation that coursework should be reviewed and completed daily.

Academic Tutoring

Many students at Central High School receive support through academic tutoring. Academic tutoring opportunities are organized through each Department. If a student needs academic support and is interested in learning more about tutoring opportunities, they should reach out to their teacher. Classroom teachers are always the first point of contact when troubleshooting difficulties. Next, a student should reach out to the Department SBTL. As a third option, Assistant Principals are available to troubleshoot difficulties.

Lunch Periods

Each student will receive one lunch period each day. Due to the size of our school, lunches are scheduled from 1st through 7th period. Students with an early or a late lunch period can find an opportunity to snack during the day. Breakfast and/or lunch is provided free of charge for all students in the school cafeteria. **Students are not permitted to have food delivered to school, nor is any student permitted to leave the building during the school day to get lunch.** We will begin the 2023-2024 school year with a **closed** campus, i.e.: no one will be allowed outside the building. President Davis will communicate the Open

Campus policy and dates with students, parents, and guardians during the first month of school.

If a student is rostered to 7th period lunch, they may gain permission to dismiss from campus early. A student's parent/guardian must approve the early dismissal request before the student is permitted to leave during 7th period. An electronic permission slip will be distributed during the first month of school.

Midterm and Final Examinations

Midterm and Final examinations are cumulative exams that will be administered to all Central students in all major subject areas. Midterms are scheduled during the week of **January 16, 2024** and Finals are scheduled during the week of **May 27, 2024**.

All students including seniors will have finals. Attendance is required through the last day of school.

No student will have more than two examinations on a particular day. Failure to turn in student textbooks/school belongings will delay the final grade until requirements have been satisfied. If the student has lost his/her/their book he/she/they may pay for it before or pay on the day of the final. Students must attend all classes during the examination period, not just the ones which are eligible for testing.

No absences are permitted during the examination period. If it is a medical emergency, the student must bring a note signed by the doctor on letterhead stationery. The student must see an Assistant Principal for approval to take a make-up examination.

If school is canceled due to inclement weather during an examination period everything remains the same. On the day that students return, the exams previously scheduled for the day(s) missed will be given. Canceled day(s) will simply move back the schedule.

Graduation Requirements

Students are required to earn 23.5 credits in order to graduate from Central High School. Credits must be accumulated in the categories below:

- 2 credits of the same language
- 2 credits of Art and/or Humanities
- 4 credits of English (Levels 1, 2, 3, and 4)

- 4 credits of History (World, African American, American, and Social Science)
- 3 credits of Math (Math courses must be taken in high school. 8th grade Algebra 1 doesn't count towards the graduation requirement.)
- 3 credits of Science (Biology, Chemistry, and Physics)
- 4th advanced credit (Math, Science, or an AP/IB course that doesn't count in another category)
- 1.5 credits of Physical Education (1 year of Phys-ed and .5 of a year in Health)
- 1 Multi-Disciplinary Project (offered in conjunction with Social Science courses)

Course Selection

Beginning in January, students will attend subject selection assemblies and receive a number of helpful resources, which are also available on our school website (<https://centralhs.philasd.org>). During the subject selection window, students will select their courses through the Infinite Campus Student Portal. Parents/guardians and students should discuss the subjects offered, courses previously taken, grades earned, goals of the student, and graduation requirements. Please feel free to discuss course selections with the department leadership and/or the Roster Department.

Elective capacities will be determined based on student interest, teacher availability and the ability to fill required courses for graduation. Priority will be given based on year-level when filling electives. Computer generated lists will be used when qualified students outweigh elective space.

Rosters will be assembled throughout the summer and will be available on-line a few days before school begins. Paper copies of the roster will be distributed to incoming freshmen only. All students are encouraged to access their roster electronically through Infinite Campus.

Roster Changes/Corrections

During the second week of school, students will be given an opportunity to request a roster correction. The roster office will review all applications and changes will be made, if feasible and appropriate. Changes will not occur for lunch periods or teacher selection. Roster changes can be requested via a Google Form, which will be provided by the Roster Office on the first day of school. Students will receive an official response to their Google Form submission within 7-days. All inquiries for the roster office should be emailed

to Ms. Snyder at ahockfield@philasd.org.

Study Skills Period

Traditionally, Central students are rostered to 6 academic periods and 1 lunch period daily. During senior year only, students are eligible to take 5 courses, 1 free and 1 lunch period. This free period appears as Study Skills on a student roster. In order to qualify for a study skills period, a student's transcript must not contain any cumulative failing grades. This includes community service. Administration will make the final decision to approve or deny all applications.

Dual Enrollment

La Salle Dual Enrollment

11th and 12th grade students have the opportunity to take classes at La Salle University. La Salle Dual Enrollment students are permitted to take 1 La Salle class per semester (2 per school year), and all applications must be processed through Central's Roster Office. Once a student is accepted to La Salle's Dual Enrollment program, the roster office will work with them to schedule Central courses around the La Salle class. La Salle classes only count for elective credit and all graduation requirements must be met at Central.

Community College of Philadelphia (CCP)

The district permits students to take online courses at CCP. Students are encouraged to pursue this opportunity for dual enrollment or enrichment. **Central High School's policy is to only include 1 CCP course on a transcript per year.** Other classes can be included as a supplement to college applications, but will not appear on transcripts.

SYOP: Senior Year Only Program

SDP Dual Enrollment Info.

The Senior Year Only Program seeks to prepare high school seniors for both college AND career by connecting classroom learning with real-world applications in the workplace. Students enrolled in SYOP either take classes on a college campus or spend time at the Fox Chase Farm earning industry certifications in urban agriculture. The Senior Year Only Program is a full school year commitment. Lunch and transportation are provided. **Central students are permitted to sign up for SYOP programs through the School District of Philadelphia's website.** CCP SYOP students do NOT attend Central High School at all.

All SYOP programs must notify ahockfield@philasd.org that they are doing SYOP. SYOP programs include:

- Advanced Senior Year (ASY)
- Temple Education Scholars (TES)
- Urban Agriculture Works Senior Only Program (UAW-SYOP)
- Urban Agriculture and Landscape Design Senior Only Program (UALD-SYOP)

Summer School/Summer Programs

The School District of Philadelphia deems any grade below a 60 to be failing. If a student fails a course during the academic year, credit can be obtained for that course by passing it in an **approved** summer school. There are three approved summer school methods: 1) School District in-person summer school (free), summer-online recovery via Educere (\$195 per course), and online credit recovery taken during the subsequent school year via Edgenuity (free). Both the failing grade and the summer school mark are recorded on the student transcript. For ranking purposes a grade of 60 is utilized.

Clubs and Organizations

Clubs at Central are open to all students. Meeting announcements shared during morning announcements and displayed in the hallways. Students can work through the Student Association to see the current list of established clubs or to create new clubs. A complete vocal and instrumental music program is available through the Music Department. A list of all clubs and faculty sponsors can be found on the Central High School website.

Athletics

The Athletic Department at Central offers a full program including Varsity and Junior Varsity teams for male and female students. Complete interscholastic and intramural extra-curricular athletic programs are available for all students through the Physical Education Office. Announcements of organizational meetings and tryouts are in the daily bulletin and on signs in the hallways. Interested students should speak to the coaches and attend the first meeting. Students are required to be eligible in order to participate in Athletics.

International Baccalaureate Program

Our IB Diploma Program began in September 2005. It is a two-year program designed for students in the junior and senior years with high levels of academic

achievement across all subject areas. The program has earned a reputation, worldwide, for student-centered curriculum and rigorous assessment. Diploma holders often have access to the world's leading universities. International Baccalaureate students at Central High School are required to take courses in 5-6 disciplines: Literature, Mathematics, Foreign Language, Individuals and Society, Science and/or the Arts. Central High School offers the largest IB course catalog in the state of Pennsylvania (22 courses) and exceeds the International testing Average. Students receive a 1.2 weight for all of their IB courses.

Interested students will apply to the IB Program in the winter of sophomore year. Some IB electives are offered to students outside of the diploma program. See Subject Selection Guide for specifics.

The School District of Philadelphia subsidizes the cost of IB examinations. Students who neglect to take their IB Exams are responsible for the cost (\$168.00 per exam). Questions may be addressed to Mr. Palazzolo (email: npalazzolo@philasd.org).

Advanced Placement (AP) Program

Advanced Placement (AP) is the curriculum administered under the auspices of the College Board. Students rostered to AP courses at Central High School Success take their AP examinations in May of that school year. Performance on an AP examination may generate college course credit.

The School District of Philadelphia subsidizes the cost of IB examinations. Students who neglect to take their AP Exams are responsible for the cost (\$90.00 per exam). As of the printing of this booklet, a final determination for payment has not been made.

Students who take Advanced Placement/IB examinations in April and May are excused from classes **only** on the day they take their AP exam. The student is expected in class on all other days.

Barnwell Honors

Barnwell Honors are a recognition given to high-achieving students. Candidates must have a stellar attendance record, no behavioral infractions, and earned final grades of "B" or higher in core courses. There are three Barnwell Honor Pins: Enamel, Silver and Gold. The Enamel Honor is the first award given after 9th grade. It may also be given to 10th, 11th, or 12th grade students. The Silver Honor is given to 11th or 12th grade students who have previously earned the Enamel Honor. The Gold Honor is awarded at graduation to 12th grade students

who have previously earned the Silver Honors.

Barnwell Chapter of the National Honor of Society

The Barnwell Chapter of the National Honor Society of Central High School is a duly chartered and affiliated chapter of the national organization. Membership is open to 11th grade students who meet the required standards in scholarship, service, leadership, and character. Standards for selection are established by the national office of the National Honor Society (NHS) and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the President.

Students in the 11th and 12th grades are eligible for membership. For the scholarship criterion, a student must have a weighted, cumulative average of at least 100, with all A’s and B’s. A history of leadership experiences and participation in school or community service is required. Posted criteria for attendance and punctuality must also be met.

Community Service Guidelines

Community service is required for all students at Central High School. Community service appears on each student’s schedule and transcript as a course called Seminar. Seminar is worth 0.5 credits each year and is graded on a pass/fail scale. Students are permitted to start their community service hours during the summer. All letters of service must be submitted to your class sponsor on an official letterhead.* Students must write a 250-word reflection essay that outlines their experience. Essays must include summary of service, how it benefited the community, and what was learned. All reflection essays and community service letters must be submitted on Google Classroom. If you have questions about this or need support throughout the submission process, please connect with your class sponsor.

The deadline for community service is **May 6, 2024**. Beginning this year, we are incentivizing an earlier completion date with a reduced hours requirement.

	Submitted by January 3, 2024	Submitted January 4, 2024 - May 6, 2024
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9 th grade - 286 10 th grade - 285	15 hours required	20 hours required
11 th grade - 284 12 th grade - 283	25 hours required	30 hours required

What qualifies as a community service activity?

- **Students cannot get paid.**
- Internships *do not* qualify as community service.
- MAY NOT be performed for family members or for profit-making organizations.
- Must be completed at a **non-profit** organization. Hair salons, doctors' offices and most daycare centers are for profit businesses and are unacceptable.
- Service performed with a club outside of school hours is acceptable, prior approval from your faculty sponsor required
- Service for Central must be completed before/after school or during lunch periods.
- Service performed at faith-based organizations (churches, synagogues, mosques) is acceptable as long as the activities are not religious. For example, activities performed at an after school program housed in a church are acceptable but assisting in a worship service or Bible Study is not.
- Campaigning for a political party/candidate or working for an elected official is not accepted.. **Non-partisan** organizations, such as The Committee for Seventy, are acceptable.

Popular sites/locations for service:

- Hospitals/Nursing Homes (verified volunteer programs – these are the only non-profit institution allowed to give service)
- Libraries
- Schools (tutoring programs, etc)
- Animal Shelters
- Museums
- Thrift Stores run by Nonprofits

- Chartered Community Organizations (certain rec leagues, community programs, athletic leagues are actual non-profit recognized organizations and can be used for service)
- Recycling Club
- Orientation Leaders
- Teacher Aides (must be approved by sponsor)

Barnwell Library

The Barnwell Library is the academic hub of the school. It is a place for reading, quiet study, accessing the Internet and doing research. Research, reading, and reflection are encouraged. The rules of the library must be followed. Books can be borrowed for up to two weeks. A monetary fine is assessed for late returns. It is not a place for socialization nor a lunchroom. Loud talking and eating are not permitted in the Barnwell Library. Any student not following the rules may lose library privileges.

The Barnwell Library is a designated site for computer, technology, and internet usage. Students can visit the library whenever they need a space to work quietly on their computer.

School Counseling

There are six school counselors who support students in the following domains: academic, career, and social-emotional development. Each of the six school counselors are responsible for a particular group of students in grades 9 through 12 based on the students' last names.

Students' Last Name:

School Counselor Information:

A to Co

Ms. Sharp asharp@philasd.org

Cr to Holah

Ms. Chasan erchasan@philasd.org

Holav to Leh

Dr. Soda csoda@philasd.org

Lei to Onye

Ms. Hart rrhart@philasd.org

Onyi to Tan

Ms. Stern jestern@philasd.org

Tang to Z

Ms. Wardlaw hwardlaw@philasd.org

Students can email their assigned school counselor to schedule an appointment or come to the counseling office (Room 134) during their lunch period. In an emergency situation, students may obtain a pass from a teacher to see their

school counselor.

School counselors are available for assistance in the following areas:

- Academic, Emotional, and Social Support e.g. credit profile audits, friendship mediation
- Post Secondary Exploration and Planning e.g. career path identification
- Referrals to behavioral health resources i.e. Intensive Behavioral Health Services through Cohmar
- Referrals to community supports e.g. youth homeless shelters
- Consultation and collaboration with all school stakeholders

College

Scholarship Qualifying Test (PSAT/ NMSQT)

October 11, 2023

10th and 11th Grade students

Special Schedule

PSAT

October 11, 2023

9th Grade students

SAT School-Day

October 11, 2023

12th Grade students

The PSAT and SAT have been developed to test verbal skills and mathematical ability. The best preparation for the verbal and writing sections of the PSAT and SAT is a good literature background as well as writing as extensively as possible. Purchase books as gifts and encourage your child to use the library.

The mathematics in the PSAT is covered in the Algebra and Geometry courses which are required at Central.

We require all 9th, 10th and 11th grade students to take the PSAT. It is given at Central. This is the qualifying examination for National Merit Scholarship and other National Recognition programs

College Planning Resources

Step Up to College Guide

- <https://heights.org/our-programs/college/>

College Board's Education Planner

- [EducationPlanner.org](https://www.collegeboard.org/education-planner)

Scholarship and Financial Aid Search

Students and parents seeking financial aid are urged to start their search as early as possible and to use the sources that are available to them at no cost. Information concerning state and federal programs of student financial aid are available through the school counselors at Central, financial aid officers at the post

secondary school of the student's choice, and the Pennsylvania Higher Education Assistance Agency (PHEAA). This information is free. In addition, toll free telephone lines enable students and parents to call PHEAA to learn more about the application procedures for PHEAA-administered programs. Information is also available through links on [Central's website](#). Questions regarding scholarship and financial aid information should be directed to your school counselor.

Military and Service Academies

Students who are interested in exploring the military and the service academies can find useful information at www.todaysmilitary.com

Career and Technical Education

Career Ready PA provides students and families will information related to career and technical programs

www.education.pa.gov/K-12/CareerReadyPA/Pages/default.aspx

Graduation

Graduation for Class 283 will be held in June 2024. Information about graduation and the number of tickets each student will receive will be provided to you by your class sponsor.

Honors, Prizes and Awards

Please review the Barnwell Handbook for a list of prizes, awards and scholarships presented at graduation. A number of other opportunities are available and are included on the school website.

All graduating seniors at Central High School receive a diploma. Graduating seniors who maintain a weighted GPA of 3.7 or higher and have never failed a course above the 9th Grade, are eligible to earn a special degree. To be eligible for a degree the student must attend Central for a minimum of three years.

School Policies

Advisory Policy

At Central High School, all students participate in a morning advisory period. A homeroom teacher, their advisor, oversees this period. Advisory occurs from 8:00 AM to 9:00 AM daily. At times, there will be assemblies or specialized programming during advisory periods. These instances will be communicated during the morning announcements and can be found on the Central calendar on the school website.

In mid-September, we will transition from a **closed** advisory model to a **hybrid** advisory model. Hybrid advisory means there are days of the week when advisory is closed and days of the week when advisory is open. Students' advisory teachers will inform them when they will have open/closed advisory. During hybrid advisory, students may use this time to receive tutoring or work collaboratively on projects. Open advisory is never a time to walk around the school or sit in a hallway/stairwell. Students must be in a **classroom**, the **library**, the **cafeteria**. All hallways, staircases and alcoves must be clear during advisory. **Not attending advisory results in a class-cut being recorded in Infinite Campus.** Class cuts may impact a student's eligibility status.

Attendance Policy

Reporting of Absence

All absences from class or school are coded as unexcused. In order to change an unexcused absence to an excused absence, parents or guardians must submit a written note of excuse giving the student's name, the date, number of days of absence, and reason for absence. Parents/guardians *must submit* an absence note to the school *within three (3) days* of the child's unexcused absence. After 3 days, the School Principal/Designee will make a determination if the note will be accepted. Excuse notes are not accepted more than one week after the absence. Please read the SDP attendance policy here: [Code of Conduct](#)

If a student arrives at school late from a medical appointment, they must have a note from a physician/dentist on official letterhead. The student must arrive prior to 11:30 AM to be marked present. Upon arrival, they must report to the main office and alert a secretary.

Students should present the note to advisors on the day of return to school. Students with extended excused absences will work with the teachers, counselors, and School-based Teacher Leaders to complete missed work within an agreed upon time frame. Extended absences for other than student illness must

have prior approval of the principal to be considered excused. If a student needs to be absent for college orientation or visits, the absence must be reported to the class sponsor at least one week in advance or the student will not be excused. The Office of Truancy will be notified for excessive unexcused absences.

Family vacations or trips (inside and outside of the United States) are not excused absences. They will be recorded as unexcused.

Truancy

When a student has been absent for three (3) days (consecutive/non-consecutive) during the current school year without a lawful excuse, District staff shall provide notice to the parent/guardian within ten (10) school days of the student's third unexcused absence.

If the student continues to accumulate additional unexcused absences after issuance of the notice, the parent/guardian and student will be invited to attend a School Attendance Improvement Conference (SAIC) where a School Attendance Improvement Plan (SAIP) will be created in order to support the family in identifying and alleviating attendance barriers. A SAIP must be developed for any student by their sixth (6th) unexcused absence. The parent/guardian and student must be invited to this conference in advance. The SAIC shall occur even if the parent/guardian declines to participate or fails to attend the scheduled conference.

If the student's attendance does not improve after implementation and progress monitoring of the SAIP, and has ten (10) or more illegal absences, the student may be referred to Truancy Court, in order to prevent, address, and reduce chronic truant behavior. At that time a truancy provider will contact the parent/guardian in order to assist further with alleviating barriers to attendance.

The student and parent/guardian will be required to attend truancy court and the parent/guardian must comply with the truancy court order. The court order may include a referral for services. If the student's attendance does not improve at the truancy court level, truancy court may refer the case to family court. In family court, a Judge may adjudicate the student as dependent, and assign the case to the Department of Human Services for more intensive services.

Excused Absences

Written or electronic excuse notes must be given to the student's advisor (homeroom teacher) within three (3) days upon the student's return to school. If

the note is not submitted to the school within the required time frame, the day(s) may not be excused. For absences that do not total three (3) consecutive days, parents may submit a written excuse note stating the reason for the absence. All absences resulting in a total of three or more consecutive days due to illness will require a written excuse note by a licensed healthcare provider. When a student has been absent, excused with a parent note, totaling eight (8) days (cumulative), all subsequent absences may require a written excuse note from a licensed healthcare provider. Written excuse notes must include a valid telephone number or other means of contact for verification purposes.

Upon written request by a person or guardian, a student may be excused during school hours for the purpose of obtaining professional health care or therapy service only if the following requirements are met:

- The health or therapeutic services are to be rendered by licensed practitioners;
- It is not practical or possible for the student to receive the services outside of school hours; and
- The time of absence minimally interferes with the student's regular program of studies.

Eligibility Policy

Central High School utilizes an eligibility policy across the school year. A student's eligibility status is a prerequisite for participation in extracurricular activities, grade-level activities and athletics. A student's eligibility status is determined by their grades, daily attendance in rostered classes and on-time arrival to school.

Grades impact eligibility. A student becomes ineligible by receiving **three grades below 70** or **two grades below 60** at the close of a marking period. If a student becomes ineligible due to their grades, there is an opportunity to become eligible again if grades improve by interim reports.

Daily attendance will factor into a student's eligibility status. Students will be added to the Central High School's ineligibility list if they have more than **5** class cuts within a marking period. This includes advisory. Unexcused absences count as class cuts in Infinite Campus. Cutting is a behavioral infraction that is recorded in Infinite Campus. Students are not permitted to make up any classwork that occurs during a class cut and missed assignments will not be

accepted. All students have 3-minutes to transition between classes. Students that are more than 10-minutes late after the 2nd bell are considered cutting. Students are responsible for 1) monitoring their daily attendance on Infinite Campus, 2) scanning in each morning, 3) arriving at class on time, and 4) bringing in absence notes within three days. Absence notes should be turned in to your advisor. Ineligibility due to attendance resets automatically each marking period.

Cutting Policy:

1st cut in one class:

- An unexcused absence is recorded for the period in Infinite Campus, behavioral infraction is recorded using Code 10, "Class Cutting."

2nd cut in one class:

- 2nd Unexcused absence is marked in Infinite Campus.
- The student receives a 0 for missed work/assessments with no opportunity to make up for missed work.
- By this time, the teacher must have made parent/guardian contact.
- Student serves after school detention/s*

3rd cut in one class:

- 3rd Unexcused absence is marked in Infinite Campus.
- The student receives a 0 for missed work/assessments with no opportunity to make up for missed work.
- The Student is added to the ineligibility list.

Lateness to school will affect a student's eligibility status. If a student is late more than **10 times** in a marking period they will be added to the Central High School ineligible list. CHS administration will update the ineligible list on a weekly basis. The list will reset at the beginning of each marking period. CHS will excuse student lateness related to weather emergencies or SEPTA delays.

What Happens When A Student Is Ineligible?

Per Pennsylvania Interscholastic State Athletic (PIAA) policy, students who are ineligible are not permitted to participate in athletic events. Additionally, **ineligible students are not permitted to participate in extracurricular activities including but not limited to class trips, dances, proms, clubs, after school programming, exhibitions, showcases or performances.** If a student is added to the ineligibility list, they will receive an email from the school administration.

Information about Central High School's eligibility practices will be shared with students and families during the first month of school.

Scanning In

The school day at Central High School begins at 8:00 A.M. Students are required to enter through the main entrance and/or the side patio doors. The building entrances open for students at 7:00AM daily. The main entrance opens at 7:00AM and the side patio entrance opens at 7:30AM.

It is mandatory that every student scan their Central-issued Student Identification cards each morning. Students who lost or misplaced their ID card can purchase a replacement card for \$3. Students with financial hardship should speak to an administrator.

Scanning another student's ID card or entering another student's ID number into the scan machine is considered forgery. Disciplinary action will be taken in accordance with the School District of Philadelphia's Student Code of Conduct.

Early Dismissals

Early dismissal requests should be submitted to our main office. Students should take the following steps:

1. Visit the main office between 7:00AM and 10:00 AM and fill out an Early Dismissal Request Form.
2. The main office will call the student's parent/guardian to confirm the early dismissal.

Please note a student must remain in the building until the end of third period to be marked "present" for the day (dismissed no earlier than 11:30). No early dismissals will be honored by phone calls or emails. No early dismissals will be honored prior to any major events such as proms, class trips, or prior to a holiday unless the request is made by a medical professional on letterhead stationery.

Student Climate

Discipline procedures are included in the School District's Code of Conduct found at [Code of Conduct](#). As a basic rule, violations of school policies are addressed through district and school based strategies. See SDP Behavior Matrix: [CLICK HERE](#). Violations of the law are addressed through the police and the legal system of Philadelphia. Disciplinary consequences such as detention, in-school suspension, out-of-school suspension, parental conference, and revoking of privileges can be used depending on the severity of the infraction.

There is a zero tolerance policy for any student who endangers others, or who possesses or distributes controlled substances such as alcohol or drugs. Act 26 is also applicable regarding expulsion from school for carrying weapons.

Consumption or possession of any controlled substance, alcohol or narcotic, either in school or at any school event, is **not permitted**. Any violation of this will result in school discipline as per the District's Code of Conduct **and** Philadelphia Police intervention. Any student found in possession of any controlled substance, alcohol or narcotic is subject to losing all privileges at Central High School, including the privilege of walking at graduation.

Central is a diverse, inclusive and equitable schooling environment. There is zero tolerance for words or actions that degrade anyone's age, race, gender, culture, religion, or sexual orientation. Discriminatory or prejudicial behavior is never permitted. Foul/obscene language is not to be used in any place or in any interaction. Students who violate these rules will be subject to immediate disciplinary action.

Drugs/ Paraphernalia

Drugs, narcotics and alcohol are prohibited on the Central High School campus. This includes vape cigarettes. Students who use, possess or distribute drugs, narcotics, or drug paraphernalia are subject to disciplinary action as per the School District of Philadelphia's Student Code of Conduct.

Metal Detectors

The School District places metal detectors in all high schools for student safety. Two entrances (Olney Ave. & Ogontz Ave.) are available to scan in at the start of the day. All students must go through the metal detector. Glass bottles and metal utensils (forks, spoons) are not permitted in school. Possession of weapons, i.e. guns, knives, mace, is an arrestable offense. This includes pepper spray.

Transit Safety

The majority of students at Central High School travel to and from school on public transportation. We recommend that students always travel with a friend and avoid off-peak travel hours. Any student who experiences any negative interactions while traveling to or from school should immediately report it to the school as well as the Philadelphia Police. Any Central student who commits an offense when traveling to or from school is subject to disciplinary action.

Grade Level Events

Class level events are planned throughout the school year to build class spirit, school pride, and comradery. Proper behavior and appropriate student conduct is expected at times. Know the types, times, and locations of all events your child will be attending. Please help us keep the students of Central High School, your children, safe and healthy. Students must be **eligible** to attend all social events. Students who do attend social events are expected to comply with all school regulations as well as obey the law. Students must be in attendance the day of a social event such as a prom or dance. Students found under the influence of a controlled substance are subject to arrest, subsequent denial of all privileges, and dismissal from Central. Additionally, any student that attends an event without permission will face serious disciplinary action and pay any fee associated with the event.

Class Dues

Classes are organized with a commitment and expectation that each student pays class dues. Class dues amount will be shared with each class when they reach 10th grade. Class dues begin in 10th grade. An annotated explanation of the dues structure is given to the student to bring home.

Dress Code

All Students are required to wear or bring their Student ID daily

[Click here](#) to access as a stand alone document

Students of all genders/gender identities are required to adhere to the following during school hours:

Tops:

- Sleeveless, short sleeve, and/or long sleeve tops are permitted
- Tops must completely cover the midriff, sides and back
- Tops are required to meet a student's pants/jeans/skirt/shorts; exposed midriff is not permitted

Bottoms:

- Pants, jeans, skirts, skorts, athletic leggings and opaque tights are permitted
- Shorts, skirts and dresses must be mid-thigh length
- All bottoms are required to meet a student's top; exposed midriff is not permitted
- Bottoms must cover undergarments

Footwear:

- Students must wear substantial footwear throughout the day

- Sandals and/or open-toed shoes are not permitted during science labs

Headwear:

- Religious head coverings and headscarves are permitted

Not permitted:

- Clothing that demeans or degrades another, has sexual connotations or refers to violence, alcohol, tobacco or drugs
- Clothing made exclusively transparent or see-through material
- Wearing a hood inside
- Clothing with plunging fronts, open backs or cut-outs
- Halter, crop tops and tube tops
- Undergarments worn as tops, even alongside outer garments
- Sunglasses, unless approved by the Central Nursing department
- Caps that obscure or cover a student's face
- Bottoms with rips above upper thigh

Guidance to Adhering to the Central High School Dress Code Policy

- 1) All students are expected to come to school wearing clothing that aligns to the Central Dress Code. The Dress Code is posted outside of the Main Office and throughout the school building. You can also refer to the Student Handbook and the School website.
- 2) It is a teacher's responsibility to oversee adherence to the Dress Code within their classroom/s.
- 3) If a student is out of dress code, a teacher will give a whole-class reminder referencing the Central Dress Code.
- 4) If a student continues to violate the Dress Code, the teacher can fill out the Dress Code Referral Form. This referral form is confidential and sent directly to the administrative team.
- 5) Students can follow up with their grade-level Assistant Principal with any questions
- 6) Persistent Dress Code violations will impact a student's eligibility status.

Parking Lot Usage

Students are permitted to drive to school and park in the school parking lot with prior approval. During the first month of school, we will open and share the CHS Parking Permit application. Students who are approved for a parking permit will be notified via email. Students are required to follow all posted speed limits and signs.

Students are not permitted to access or drive a car during school hours. Once a student parks their car in the morning and enters the school building, the student is not allowed to re-enter their car until they leave the school premises at

dismissal. Students in violation of this rule are subject to disciplinary action. Students who violate the parking lot rules are subject to losing the privilege to park in the lot. Central High School and/or The School District of Philadelphia are **not** liable for any damage/theft involving an automobile on our property.

Auditorium Procedures

Assemblies are held throughout the school year in order to distribute important information. All students must sit in their advisory section upon arrival for assemblies. Important information is presented to classes during assemblies. Therefore, it is critical that all students listen carefully to whomever is speaking. To that end, it is prohibited to do homework, use a cellphone, or eat/drink during assemblies.

Keep in mind that assemblies are announced and are posted on the school calendar at centralhs.philasd.org.

Technology Use and Internet Access

Every student at Central High School is assigned a School District of Philadelphia Chromebook. Students are expected to bring their charged Chromebook to school everyday. In addition to Chromebooks, Central provides numerous digital media labs throughout the building.

Students can receive Chromebook support from Central's School Technology Coordinator, Mr. Innamarato in Room 329.

Use of technology at Central is a privilege, not a right. Unacceptable use will result in restriction of all access privileges and may even result in serious disciplinary or legal action. Use and application of technology must be consistent with present and future policies, rules and guidelines of the School District of Philadelphia.

Unacceptable use includes:

- **Illegal activity**: It is unacceptable to use, promote, or engage in any activities which are deemed criminal under federal, state, or local laws. This includes, but is not limited to copyright laws.
- **Vandalism**: It is unacceptable to alter, harm or destroy the hardware, software, or data of another user or belonging to Central High School, the School District, or its staff, whether at Central or connected to the school or school district's technology from a remote site. This includes, but is not limited to the creation of or spreading of computer viruses.
- **Unauthorized access**: It is unacceptable to use or attempt to access

another's account, including the System's Administrators, without authorization.

- Offensive or obscene materials: It is unacceptable to send or receive any data which is offensive and/or obscene as defined by Central High School, or the School District of Philadelphia.
- Immoral or Unethical Activity – It is unacceptable to engage in any immoral or unethical behavior whether it be defamatory/plagiarism/or harmful to others.
- Private gain: It is unacceptable to use any facility or data belonging to Central High School or the School District for private or financial gain.

Electronic Device Policy

[Click here](#) to access. The purpose of the acceptable use policy is to ensure that student use of all electronic devices 1) supports Central High School's research and educational goals, 2) does not interfere with the learning process or create a dangerous situation for students or staff, and 3) protects student and staff privacy. This acceptable use policy clearly defines examples of acceptable use as well as the privileges and responsibilities of students to ensure that Central's network and technology is used appropriately. Students will be granted the privilege to use their electronic devices in certain areas of the building detailed below.

Examples of acceptable use: Students may use their electronic devices in the main hallway and the cafeteria during their lunch period, and during the passing of classes. Phone use on academic hallways is prohibited. The use of electronic devices must not interfere with the learning process or create a dangerous situation. Cell phones must be away during fire drills, shelter in place, and lockdowns.

Cellphones may be used silently in the library for educational purposes. Cell phones can be used in the main hallways but not in academic hallways.

If a student needs to go home due to illness or medical emergency, the student must visit the main office and/or the nursing office. Students should **not** call their parents directly to pick them up without checking in with the office first.

Privacy: In order to protect the privacy of all staff and students and maintain a safe learning environment, students may not take pictures, videos or audio recordings without the explicit consent of all parties involved. Students listening to music must use ear buds to ensure that those around them cannot hear it and at a level in which directions can be heard by the individual. Earbuds

should not be worn in classrooms.

Violation of the cell phone rule as stated above will result in a referral to Administration.

- Initial Offenses: Teacher will have conversations with the student.
- Repeated Offenses: Teacher will have a conversation with student and log it in the Behavior Management System on SIS under Code 2: Disruptive Student Behavior.
- Pattern of Offenses: An Administrator will establish parent contact and a behavior plan will be put in place. Further issues will result in escalated punishments.

Enforcement: The primary use of electronic devices at CHS is intended for educational activities. They cannot be used for purposes that are illegal, unethical, immoral, or unsafe. Students identifying themselves as members of the CHS community must not tarnish the reputation of CHS, jeopardize the safety, order and discipline, or social cohesion of the community, and must not serve as a negative influence on the school or on other students.

Cyber-bullying on all social media platforms will not be tolerated, either in or outside of school. Consequences for cyberbullying, harassment, or intimidation will be severe. In addition, students who use their devices in a way that violates this policy will be subject to disciplinary action including but not limited to device confiscation by any staff member, restriction from school network and other consequences at the discretion of the school.

Harassment Policy

Central High School prohibits any harassment and/or bullying including but not limited to: race, religion, sex, gender, national origin, age, disability, sexual orientation, personal appearance and hygiene. This applies in any on-campus or off-campus situation, before, during, and/or after school hours, involving any member of the school community. Central is a heterogeneous learning community that takes pride in its diversity. All reports of bullying and/or harassment are taken seriously and will be investigated following the School District of Philadelphia's Student [Code of Conduct](#). At Central High School, bullying and/or harassment investigations are led by the supervising Assistant Principal. After an investigation is completed by the discipline office, consequences will be determined by Central High School Administration.

Every member of the school community is entitled to attend school free from a hostile or abusive environment. **Harassment is not tolerated.** Harassment is

defined as the creation of a hostile or abusive environment through words, gestures, actions or electronic communication. As per the School District of Philadelphia's definition, *"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 race and sexual orientation"*. (Policy 248)

Areas of concern include but are not limited to:

1. The use of racial epithets, slurs, or insensitive and/or derogatory language.
2. Sexual slurs, displays of sexually provocative pictures, sexual remarks.
3. Offensive sexual conduct.
4. Hostile, offensive, or derogatory speech or writing.
5. Physical interference with movement or work.
6. Offensive or abusive behavior that interferes with an individual's academic pursuits.
7. Technology used that may include social networks, messaging, email, etc.

Consequences of bullying and/or harassment, as outlined in the School District of Philadelphia's Student Code of Conduct may include: internal behavioral reports and/or recordkeeping, in-school suspension, out-of-school suspension, expulsion from Central, transfer to a disciplinary school, and/or expulsion from the School District of Philadelphia.

Lockers

Every student is issued a locker. No decorations are permitted on the outside of the locker door. We recommend that students invest in a strong, high quality lock to keep personal items safe. The School District has the right to inspect lockers at any time. Neither the School District nor Central High School is responsible if items become missing from a student locker. Students taking physical education classes should bring an additional lock for their gym locker. Students should lock their lockers and not share the combination or the locker with anyone. Students are responsible for all contents within the locker. If a student needs support with their assigned locker, they should see their grade level assistant principal.

School Trips

It is a students' responsibility to make arrangements with the teachers to be excused from their classes. They are to notify proper staff the day prior to the trip. Students are also responsible for bringing in a signed note from a parent or a

guardian granting permission for the trip. A student who is suspended from school may not participate in a school trip. Trips are not a right, but a privilege. No private trips are permissible. No student may utilize his/her/their own automobile to go on a trip which is school sponsored.

Visitors

The Visitor Administrative Procedures for Board of Education Policy 907 are intended to provide clarity for students, staff, parents/guardians and other authorized individuals for visiting School District buildings. The building principal or designated administrator must grant prior approval for any visit. The building principal, designated administrator, and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the educational program or daily schedule.

The term “visitor” is defined as a parent/guardian, adult resident, educator, official, student, or other individual who is not a Central High School student, school employee or independent contractor, and who visits a school or attends or participates in an event or activity at a school (per Board Policy 916).

All visitors must be issued a visitor pass which must be visible while they are in the building. No visitor shall go directly to a classroom to deliver or pick-up students or speak to teachers unless such visits have been approved previously by the President or administrative designee. Any such permissions must be documented.

Transpasses

In order to be eligible to receive a SEPTA Key Card, the School District’s Department of Transportation determines criteria guidelines. During the 2023 -2024 school year, students who live more than 1.5 miles away from the school will receive a free transpass. Lost or stolen keycards should be reported to the main office. Each student is assigned a specific Septa Key Card. Transpasses are not available for sale. Excessive loss of Key Cards by a student may result in a fee.

Lost Textbooks and Instructional Materials

The student is responsible for any school property that has been distributed throughout the school year. The student must reimburse the school for the cash value of the item if it is lost or damaged. All debts are required to be settled in order to graduate from Central High School.

Nursing and Health Policies

The school nurses are responsible for maintaining the health of the students at Central through developing accommodations for, and supporting students with chronic and acute health problems; conducting health screenings on each

student, ensuring that each student is under the care of a primary care provider and dentist, and caring for students who develop an illness or sustain an injury during school hours.

Communication and coordination with parents of students with chronic or acute health problems is key to successfully caring for your child. Provision of Health forms are the first line of communication and keeps us well informed about your child's health. We are always available by phone or email. We look forward to working with you to keep your child healthy, happy and in school!

Pennsylvania law requires that students attending school in the state be immunized and receive periodic medical examinations. Payment for these is the responsibility of the parent/guardian. Immunizations are required for school attendance.

Students must have a hall pass signed by their teacher to see the school nurse. Students are not permitted to skip class or bypass their classroom teacher by visiting the nurse's office. In order to meet the needs of all students, the nursing team adheres to a schedule. A current copy of their daily schedule is posted outside of Room 137.

Health Policies:

1. Students cannot be sent to school to be evaluated for acute illness or injury. If your child is sick or injured before school, keep them home until they feel better and consult their primary care provider.
2. Students must remain home for 24 hours after experiencing fever or vomiting.
3. Elevator passes and gym excuse notes are issued upon receipt of a physician note.
4. If your child has been ill or injured, to the extent that they require a physician's care, they will need clearance from that physician to return to school.
5. Students who are sick or injured at school, must be picked up by a parent, or parent designee as indicated on the emergency contact form (EH-4). Any person picking up a student must show ID.

Homebound Instruction

The Homebound Instructional Program is planned to meet the needs of pupils who, because of temporary or permanent medical conditions, are unable to attend regular school. Application may be made for pupils who will be absent for four weeks or longer. Please call the school nurse to request the required forms. A Physician's Certification Form, including a complete diagnosis signed by the physician, must be returned to the nurse and approved by the School District

physician before Homebound Instruction can begin.

Home and School Association

All parents and staff should join the Central High School Home & School Association. This organization works diligently and effectively for every student in the school. The benefits to be derived from membership are innumerable. Board/Slate as of June 2023 is as follows:

- **Leslie Medley** - President
- **Ritta Robinson** - Vice President 1
- **Ester Roche Curet** - Secretary
- **Nina Liou** - Treasurer
- **Robin Dominick** - Fundraising chair
- **Maria Holahan** - Hospitality chair
- **Open board position** - Communication chair
- **Terry Jack** - Campus Environment co-chair
- **Ann Marie Thompson** - Campus Environment co-chair

Meetings - Home & School Association

- Wednesday October 11, 2023
- Wednesday November 10, 2023
- Wednesday December 8, 2023
- Wednesday January 10, 2024
- Wednesday February 14, 2024
- Wednesday March 13, 2024
- Wednesday April 17, 2024 (Schools closed April 10, 2024)
- Wednesday May 8, 2024

General membership meetings will begin at 6:30 P.M.

Back to School Night: September 2023 during Back to School Night parents are invited to come to school and follow their children's rosters. Periods will be fifteen minutes long for each teacher to discuss curricular expectations, marking system, homework policies, rules and regulations, etc. Back to School Night affords parents an opportunity to determine what will be taught, how it will be taught, and how they can assist in maximizing achievement. It also fulfills a portion of the ESSA/Title I School-Parent Compact requirements. More information can be obtained on the Home and School link on Central's Website at centralhs.philasd.org.

Parent & Guardian Communication

It is mandatory that all parents register at signup.philasd.org for District announcements and updates.

No phone messages will be given to any student regardless of the emergency. Please also be aware that our school has its own website: centralhs.philasd.org. Please check it on a regular basis

Parents are an integral part of the instructional process of the Philadelphia School District.

- Parents want the best for their children
- Parents are primary stakeholders in the education of their children
- Parents can contribute meaningfully to the learning process by:
 - Encouraging daily attendance and punctuality
 - Monitoring homework
 - Fostering positive attitudes about school
 - Creating and supporting proper study habits, time, and space for children
 - Understanding that school is the priority during a child's four years at Central
 - Assisting in helping the student to understand the importance of the Keystone Assessment, PSAT, SAT, AP, IB, and other standardized assessments.
 - Communicating with the school if questions exist.

The administration and faculty of Central High School encourage and welcome parental involvement in all aspects of the school.

- Parents should frequently check on the Infinite Campus's Parent Portal, interim-reports, report cards and periodically "touch base" with the teacher in order to become involved in all aspects of the educational program.
- Parents should know what courses their child is taking, who the teachers are, and how well their child is doing.
- Parents should attend Back-to-School-Night as well as Central's 3 parent-teacher sessions.
- Parents should communicate on a regular basis with all teachers.
- Because your child is of high school age, you are not finished. Maximizing any child's positive accomplishments means that parents must care, be involved, and allow their children the time and space to learn.
- We encourage your participation in The Home & School Association and other venues, which are integral parts of the decision-making process. Participation, involvement and knowledge are all keys to helping young people to do their best.

Parent Visitation

You should plan to attend all parent-teacher conferences. It is important that you come to school to get to know the staff and Central's programs and opportunities. It is equally important to come when a student progresses well. Too often, parents limit contact to corrective action; positive comments passed

on to you about your child are valuable and welcome.

Student Adjustment/Academic Difficulty

If you believe that your child may be having difficulty in school, please talk to your child first. You can also reach out to your child's teachers for information pertaining to any academic difficulties. Your child's counselor is another resource.

The following are steps you should take in remediating academic difficulty: - Make arrangements to speak with the teacher via phone or email. - Send a note to the teacher requesting a conference. E-Mail addresses are posted on the school website. Parents and teachers are encouraged to communicate electronically. If a difficulty emerges, contact the School Based Teacher Leader (SBTL) or/and an Assistant Principal.

- Include home and work numbers and hours when you can be reached.
- Establish a place and time for study.
- Encourage your child to obtain a telephone number from a student in each class. Contact can then be made when work is missed or when there is need for clarification.
- Follow up by calling the teacher or counselor in order to monitor progress. You may consult the counselor for assistance at any point in the process.
- Call the Home & School Grade Representative at any point in the process.
- Make sure you attend all report card conferences.
- Make sure that your child is in school every day, on time, ready to work.

Emergency Contact Information

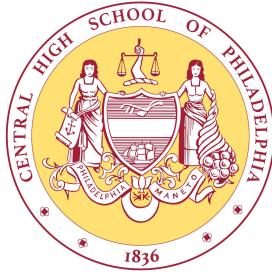
It is important to fill in the "Emergency Contact" form each year. It is crucial that the school has accurate information from parents and guardians for both home and work as well as one additional person to contact if necessary.

Disclaimer

We consider this handbook to be an ever-evolving source of information. We realize that it is not comprehensive. Call us with additional questions or missing items so that they may be added next year. We hope that you have found the Central Parent Handbook helpful. Good luck.

Ms. Katharine Davis, President
Ms. Theresa Harrington, Assistant Principal
Dr. Tracy Scott, Assistant Principal
Mr. James Brooks, Assistant Principal
Ms. Aviva Snyder, Assistant Principal

2023-2024 PARENT POLICIES



***Central High School
School-Parent Compact
School Year 2023-2024
Revision Date: 4/27/2023***

Dear Parent/Guardian,

JOINTLY DEVELOPED

The parents, students, and staff of Central High School partnered together to develop this school-parent compact for achievement. Teachers suggested home learning strategies, parents added input about the types of support they needed, and students told us what would help them learn. Parents are encouraged to attend annual revision meetings held in the Spring each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the School Family Engagement survey that is also used as a tool to collect parent feedback regarding the current Title I programs, policies and family engagement.

To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.

[The Board of Education's updated Goals and Guardrails are available on the School District Website at www. philasd.org.](http://www.philasd.org)

To help your child meet the district and school goals, the school, you, and your child will work together:

SCHOOL/TEACHER RESPONSIBILITIES:

Central High School will:

- *Provide parents with frequent reports on their children's progress.*
- *Parents can also contact teachers via note or letter if they are unable to attend report card conferences.*
- *Provide parents reasonable access to staff. Parents will have access to staff via email, phone calls and personal appointment conferences and our school website.*
- *Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:*
- *Parents can volunteer, with proper clearances, for the numerous events that are held during the school day such as field trips, special programs and workshops and for evening events such as music programs, sports events and plays. Parents can contact the school to learn the clearances they need to have in order to volunteer.*
- *Parents are also encouraged to chaperone class outings at all times as long as they have the proper clearances.*

PARENT RESPONSIBILITIES:

We, as parents, will:

- *Monitor attendance*
- *Make sure that homework is completed*
- *Monitor the screen time of my child, i.e. phone, computer, TV*
- *Monitor the mental and physical wellness of my child*
- *Volunteer in my child's school*
- *Stay engaged with my child's academic progress through the Parent Portal*
- *Participate, as appropriate, in decisions relating to my child's education*
- *Promote positive use of my child's extracurricular time*
- *Promote positive use of my child's computer and social media use*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child, by mail or email and responding, as appropriate*
- *Ensure my child and I are informed and follow the School District's code of Conduct and the Central Student Parent Handbook*

STUDENT RESPONSIBILITIES:

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Do my homework every day and ask for help when I need it*
- *Seek subject area tutoring from teachers and peers*
- *Check my grades periodically on Infinite Campus Student Portal and explain to my parents how to use Infinite Campus Parent Portal, and ask for support from my teachers*
- *Come to school every day on time so I don't miss valuable instructional time*
- *Monitor and limit my absences and lateness, as well as class cuts*
- *Reach out to my parents, a teacher or a counselor when I am feeling depressed or overwhelmed*
- *Monitor or manage distractions in my life such as social media, texting and phone calls*
- *Follow and familiarize myself with the District Student Code of Conduct and the Central Student Handbook*
- *Ensure my parents are informed and receive in a timely manner information about my classes grades, school notices and information received by me from my school*
- *Participate and complete the yearly 30 hours of community service*

COMMUNICATION ABOUT STUDENT LEARNING:

Central High School is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:

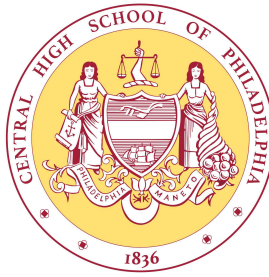
- *Phone Calls and Robocalls*
- *Emails*
- *Infinite Campus Parent Portal*
- *Central website*
- *Social Media*
- *Google Classroom*
- *Teacher websites*
- *Google Meet or other virtual platform, if needed*

ACTIVITIES TO BUILD PARTNERSHIPS:

Central High School offers ongoing events and programs, both in-person and virtually, to build partnerships with families.

- *Workshops and professional development sessions*
- *Parent Conferences*
- *Back to School Night*
- *International Day*
- *Career Day*
- *Athletic and Extracurricular Activities*

- *Music and Theatre programs and productions*
- *Staff interviewing process (See CHS Administration for details)*
- *Incorporate virtual opportunities wherever possible*
- *9th Grade Parent Orientation*



Central High School Parent and Family Engagement Policy

School Year 2023-2024

Revision Date:

04/12/2023

In support of strengthening student academic achievement, Central High School receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

Central High School agrees to implement the following requirements as outlined by Section 1116:

Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).

- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.

- Provide full opportunities, to the extent practicable, for the participation of

parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.

-If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

-Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

(A) Parents play an integral role in assisting their child’s learning

(B) Parents are encouraged to be actively involved in their child’s education at school

(C) Parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child

(D) Other activities are carried out, such as those described in Section 1116 of the ESSA

DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

Section A: JOINTLY DEVELOPED

Central High School will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

Involve parents throughout the year in the planning, review and improvement of the school’s parental involvement policy.

Our Annual Spring Meeting with Parents was held on April 12, 2023 via Zoom.

Involve parents throughout the year in the development of any school wide program plan.

Solicit input from parents in the development of parent workshops.

Provide transition opportunities and orientations for Freshman and their parents.

Section B: ANNUAL TITLE I MEETING

Central High School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

Parents will be notified by website, phone calls, social media and/or emails regarding the date of the Annual Title I meeting. This year we anticipate holding our Annual Title I parent meeting in September of 2023. At this meeting, the principal or their designee will make a presentation that includes information about the state's academic standards and assessments, school's Title I program, use of Title I funds including the 1% parent set aside, parent Rights to Know and other parent requirements, the school parent and family engagement policy and school parent compact, working with educators and information about the school's curriculum.

Section C: COMMUNICATIONS

Central High School will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

Monthly Home and School Meetings- President Katherine Davis or a designee will attend all monthly Home and School meetings to provide updates on school activities and programs, school data, budget and expenditures and other vital information.

Workshops may be accessible to parents at various times in the day. We will learn from parents the types of workshops they would like to have and deliver these workshops at a time convenient to most parents. Report card conferences

are held both during daytime and evening hours (in the fall) as well as in person or virtual to allow for maximum parent participation.

Communication will be via email, social media, phone calls, and/or on the Central High School website. School updates will be sent out to parents in various forms for emergencies or need to know cases. Communication will be sent out in various languages, when available, are accessible to all parents.

We have access to BCAs (Bilingual Counseling Assistants) who support communication with parents in other languages when necessary We can also utilize the District's Family and Community Engagement office to provide workshops and other valuable resources for parents.

This policy will be placed on the Central High School website under the Parent Section and in the Parent-Student Handbook by September 2023.

Section D: SCHOOL-PARENT COMPACT

Central High School will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

Our Annual Spring Meeting with Parents was scheduled to be held on April 12, 2023. Parents were given the opportunity to make changes and give input into the Parent Compact and Parent Engagement Policy. We also, remind parents and staff during the school year about the Compact:

Quarterly professional development opportunities in person or virtually, if needed.

Open Forum Discussions with the principal during Home and School Meetings.

Parent Teacher Conferences: November 27, 2023 (full day), February 1-2, 2024 (half days) and April 4-5, 2024 (half days).

Section E: RESERVATION OF FUNDS

If applicable, Central High School will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

Parents are invited to participate at our annual Winter meeting. This year, our meeting was held on February 8, 2023 where we solicited feedback on the following:

*Suggestions from parents on spending Title I parent involvement funds
suggestions from parents regarding programs and concerns that should be addressed and implemented during the 23-24 school year review suggestions given by parents at last year's annual Winter meeting and how we implemented those suggestions were addressed in last year's budget.*

Section F: COORDINATION OF SERVICES

Central High School will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

- CHS Home and School meetings 2nd Wednesday of each month
- Parent-Teacher conferences November 27, 2023 (full day) , February 1-2, 2024 (half day), April 4-5, 2024 (half day).
- CORA - Counselor referral needed
- Family Practice and Counseling Network – Health Resource Room Referral (Rm. 10)
- Associated Alumni of Central High School

Section G: BUILDING CAPACITY OF PARENTS

Central High School will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:

- The challenging State's academic standards
- The State and local academic assessments including alternate assessments
- The requirements of Title I, Part A
- How to monitor their child's progress
- How to work with educators to improve the achievement of their child

Parents will have access to teachers' syllabi in GoogleClassroom.

Parent-Teacher meetings are held by appointment regarding student academic progress.

The school will host parent training throughout the school year on various subjects related to helping parents support student learning at home, i.e. Literacy, Math, Technology, FASFA, College Prep and SAT prep.

Topics a) through e) above are covered during our presentation to parents as part of our Annual Title I Parent Meeting held in the fall of each year at Back to School Night as well as during monthly Home and School meetings.

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Central High School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

-Monthly parent-selected professional development opportunities and inclusion in school wide professional development with teachers and staff when able.

-On-going workshops are held for teachers and staff on the engagement of parents as partners. Additionally, staff will be trained in effective parent communication, engagement and cultural awareness during school district professional development throughout the year. At a district professional development day during the Fall or Winter, staff will be trained in working with parents as equal partners and will review results of school level parent survey data.

Central High School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

Email and other pertinent documents (translated versions when possible)

Phone call

Conference (in person or virtually, if needed)

Principal's Signature

Katharine S. Davis

Date Signed: 5/9/2023

THE SCHOOL SONG

“CENTRAL HIGH”

Let others sing of college days Their Alma Mater true,
But when we raise our voices
Tis only, High, for you.
We'll ne'er forget those days gone
by Those glorious days of old,
When oft we sang the praises
Of the Crimson and the Gold.

CHORUS

Dear High, dear Central
High, Thy mem'ries never
die,
Thy honor we'll cherish
And laud it to the sky.
On ball-field or in life,
In peace or deadly strife,
For thee we all will labor,
For thee, oh! dear old High.

And when at last we leave
behind Thy shelt' ring portals
wide,
Thy mem'ries still we'll
cherish What e'er may us
betide.
And when we congregate again, With
tuneful voice and strong, With joyful
hearts once more we'll sing That
same old glorious song. --- Chorus

THE SCHOOL DISTRICT OF PHILADELPHIA

TONY B. WATLINGTON
Superintendent

Ms. Katharine S. Davis
President, Central High School

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