

The School District of Philadelphia
**William W. Bodine High School for
International Affairs**

Student and Family Handbook
School Year 2025-2026



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WELCOME LETTER FROM THE PRINCIPAL

Dear Students and Families,

It is with immense pride that I welcome you to another academic year at the Williams Bodine High School of International Affairs. Through our schools' enduring legacy and the unwavering commitment, we share in fulfilling our collective mission. Together, we foster an environment where every student can thrive.

This Student and Family Handbook serves as a vital resource, outlining the policies and procedures that guide our school community. Our shared goal is to maintain a safe, consistent, and supportive environment that empowers our students to explore their interests and expand their skillsets within the rich context of world affairs.

I look forward to leading, collaborating with, and learning from you this school year. I thank you in advance for your commitment to ensure that Bodine is a great place to learn and grow.

Welcome to the 2025-2026 academic school year and we wish you the best.

Sincerely,

Principal Dr. David E. Brown

THE WILLIAM W. BODINE HIGH SCHOOL FOR INTERNATIONAL AFFAIRS VISION

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

THE WILLIAM W. BODINE HIGH SCHOOL FOR INTERNATIONAL AFFAIRS MISSION AND GOALS

- To offer a rigorous and comprehensive college preparatory program for all students.
- To enable students to exceed School District of Philadelphia requirements through higher-level diplomas or individual certificates from the International Baccalaureate Organization and the College Board's Advanced Placement program.
- To provide a robust international studies program that encourages worldwide travel through the organizational support of the World Affairs Council of Philadelphia and other internationally recognized organizations.
- To provide opportunities in a supportive and nurturing environment that is characterized by individual integrity and mutual respect within a high school with a vibrant and diverse student population.
- To promote global awareness through intensive study of world languages, history, language arts, visual arts, mathematics, science, international politics and economics, and information technology. All Bodine teachers will infuse internationalism into the School District Core Curriculum across all disciplines.

THE INTERNATIONAL BACCALAUREATE MISSION

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

BODINE HIGH SCHOOL ALMA MATER

For the memories that never fade,
Dreams and wishes that never die,
For friendships that these days have made
We'll always love you, Bodine High.
Bodine High with blue and white,
Your knowledge leads us to the light.
The school makes life a learning day
With Bodine High we're on our way. (Chorus)
For showing us the global truth,
For peace that every day has known,
We'll love you not only in youth,
We'll love you when the years have flown.
(Repeat chorus)

Michelle Durant '87 Samuel Cosby

INTERNATIONAL BACCALAURETE LEARNER PROFILE



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

SCHOOL CALENDAR / GENERAL SCHOOL AND DISTRICT INFORMATION

Student Calendar - [2025-2026 WILLIAM BODINE HS STUDENT CALENDAR](#)

Refer to the school webpage for important school events: <https://bodine.philasd.org/>

Refer to the School District of Philadelphia's webpage for important District-wide information: <https://www.philasd.org/>

Important Dates For The 2025-2026 Academic School Year

Please mark your calendars with the dates below:

- **Back to School Night and FAFSA Night** - Thursday September 18, 2025 - 5:00 PM to 7:00 PM at the William Bodine High School for International Affairs.

Interim Reports

- **Quarter 1 Interim Reports** - September 30, 2025
- **Quarter 2 Interim Reports** - December 11, 2025
- **Quarter 3 Interim Reports** - February 19, 2026
- **Quarter 4 Interim Reports** - May 5, 2026

End of Quarters

- **Quarter 1 End of Quarter** - November 10, 2025
- **Quarter 2 End of Quarter** - January 21, 2026
- **Quarter 3 End of Quarter** - March 24, 2026
- **Quarter 4 End of Quarter** - June 12, 2026

Parent Teacher Conferences

- **Quarter 1 Report Card Conferences** - November 24th, 2025 & November 25th, 2025
- **Quarter 2 Report Card Conferences** - January 29th, 2026 & January 30th, 2026
- **Quarter 3 Report Card Conferences** - April 9, 2026 & April 10, 2026

2025-2026 SCHOOL YEAR BELL SCHEDULES

Regular Bell Schedule (Mon, Tue, Thurs. and Fri.)

Advisory	8:00-8:27 am
PERIOD 1	8:30 - 9:25 am
PERIOD 2	9:29 - 10:24 am
PERIOD 3	10:28 - 11:23 am
PERIOD 4 (LUNCH 1)	11:27 - 12:07 pm
PERIOD 4/5	12:11 - 12:22 pm
PERIOD 5 (LUNCH 2)	12:26 - 1:06 pm
PERIOD 6	1:10 - 2:05 pm
PERIOD 7	2:09 - 3:04 pm

Extended Advisory & Lunch Bell Schedule (Wednesday)

Community Meeting	8:00-8:47 am
PERIOD 1	8:50 - 9:40 am
PERIOD 2	9:44 -10:34 am
PERIOD 3	10:38 -11:28 am
PERIOD 4 (LUNCH 1)	11:32 -12:22 pm
PERIOD 5 (LUNCH 2)	12:26 -1:16 pm
PERIOD 6	1:20 -2:10 pm
PERIOD 7	2:14 -3:04 pm

3 Hour Early Dismissal Schedule

Advisory	8:00-8:13 am
PERIOD 1	8:16 - 8:46 am
PERIOD 2	8:49 - 9:19 am
PERIOD 3	9:22 - 9:52 am
PERIOD 4 (LUNCH 1)	9:55 - 10:25 am
PERIOD 5 (LUNCH 2)	10:28 - 10:58 am
PERIOD 6	11:01 - 11:31 am
PERIOD 7	11:34 - 12:04 pm

2 Hour Late Arrival Schedule

Advisory	10:00-10:17 am
PERIOD 1	10:20 - 10:58 am
PERIOD 2	11:01 - 11:39 am
PERIOD 3	11:42 - 12:20 pm
PERIOD 4 (LUNCH 1)	12:23 - 1:01 am

PERIOD 5 (LUNCH 2)	1:04 - 1:42 pm
PERIOD 6	1:45 - 2:23 pm
PERIOD 7	2:26 - 3:04 pm

ACADEMIC HONOR CODE

The Bodine Academic Honor Code sets appropriate standards for intellectual and personal integrity. All students are expected 1) to do the work required to attain mastery of the curriculum and 2) to avoid both the act and the appearance of cheating, plagiarism or fraud of any kind, regardless of the type of task or assessment involved (homework, quizzes, tests, essays, projects, research papers, oral presentations, etc.). Students are strictly prohibited from accessing any unauthorized materials or technologies during assessment periods, as this will be considered a form of cheating. This prohibition extends to, but is not limited to, personal electronic devices (such as mobile phones, smartwatches, and headphones), unapproved printed materials, and communications with other students. All work represented as the student's own must be the product of his or her individual research, study, writing and recollection. The penalties for academic dishonesty are consistent with the severity of the offense. Students who cheat on major assessments, plagiarize published work from print or electronic sources, misrepresent another person's (Or artificial intelligence) work as their own, share test questions or answers or permit the unattributed use of their work will receive a failing grade on the assignment (As outlined in the class syllabus) and forfeit participation privileges and risk failure in the course for the marking period. Students who cheat or misrepresent another person's work as their own will receive a zero on the assignment and will be subject to discipline based on the Student Code of Conduct. Students who produce or are found in possession of documents that may be used for cheating are similarly subject to failure for the test /assignment, and possible failure for the marking period. All violations of the Honor Code will be documented and referenced in connection with applications for National Honor Society and other academic distinctions. Students are reminded that the appearance of cheating is regarded as a violation of the code; therefore, they must avoid the appearance as well as the act of cheating. Forgery and falsification of any school-related document (absence excuses, early dismissal notes etc.) as well as hall passes and verification notes from teachers also violate the academic honor code and are punishable offenses.

GENERATIVE ARTIFICIAL INTELLIGENCE

This section of the student and family handbook outlines the school's approach to the use of generative artificial intelligence (AI) in student work. As AI technology rapidly evolves, it is crucial for our school community to understand its potential and limitations, and to use it responsibly and ethically to support learning.

Generative Artificial Intelligence (AI) refers to a type of AI that can create new content, such as text, images, music, audio, and videos, in response to prompts or queries. Unlike traditional AI that might analyze existing data, generative AI learns patterns and relationships from vast datasets of human-created content and then generates original (though derived) material.

Examples of Generative AI tools include:

- **Text-based AI:** Tools like ChatGPT, Gemini, or Claude that can generate essays, summaries, creative stories, code, and answer questions in a conversational style.
- **Image-based AI:** Tools like DALL-E, Midjourney, or Adobe Firefly that can create original images from text descriptions.
- **Music/Audio AI:** Tools that can compose music, generate sound effects, or even mimic voices.
- **Video AI:** Tools that can create short video clips or synthesize new scenes.

The School District of Philadelphia recognizes the transformative potential of AI in education and is taking a thoughtful, research-based approach to its integration. The District's guidelines for generative AI are built on core principles such as student-centered learning, academic integrity, AI literacy, and data privacy.

Key aspects of the School District of Philadelphia's policy regarding student use of AI include:

- **Approved Tools:** The District has carefully evaluated and approved specific generative AI tools for student use, such as **Google Gemini** (approved for students in grades 9-12) and **Adobe Express with Firefly** (approved for all students in grades K-12). These tools meet the District's stringent security and privacy requirements, including storing data exclusively in the United States and not selling or sharing data without explicit permission. **The use of non-approved AI tools for District work is a direct violation of the Acceptable Use Policy.**
- **Enhancing Learning, Not Replacing It:** The District emphasizes that AI should support innovative approaches to learning, fostering critical thinking, creativity, and problem-solving, rather than automating traditional instruction or replacing genuine student effort. Students are encouraged to engage with AI as informed, critical thinkers, not just users of a tool.
- **Transparency and Communication:** Students are expected to be transparent about how they have used AI in their work. Teachers will provide guidance on appropriate disclosure and citation methods.
- **AI Literacy:** The District aims to foster AI literacy among students, which includes understanding the affordances, limitations, and dangers of AI, as well as developing civic awareness and digital responsibility in its use.
- **Data Privacy and Security:** Prioritizing student data privacy and network security is paramount. Students should only use AI tools approved by the District to ensure their data is protected.

Artificial Intelligence and the International Baccalaureate Program Policies

The International Baccalaureate (IB) program embraces the potential of AI tools as valuable aids for learning, but strongly emphasizes the importance of academic integrity. The IB

encourages students to use AI responsibly to enhance understanding and make learning more effective, but **any work generated by AI will not be recognized as the student's own.**

Key guidelines from the IB regarding generative AI use:

- **AI as a Tool, Not a Creator:** AI can be a powerful tool for research, brainstorming ideas, summarizing information, and clarifying complex topics. However, students **cannot rely on AI to write or create their coursework (e.g., IAs, EE, TOK Essay).**
- **Citation is Crucial:** If a student includes any information, graphs, images, or even outlines obtained or inspired by AI, it **must be properly referenced**, just like any other source. Failure to cite AI-generated content constitutes academic dishonesty.
- **Student's Original Thinking:** While AI can assist, the final work must demonstrate the student's own original thinking, analysis, and synthesis of information. Over-reliance on AI for analysis may result in a loss of marks.
- **Evaluating AI Output:** Students are responsible for critically evaluating the information provided by AI tools, as AI is not flawless and can sometimes provide inaccurate, biased, or outdated information.
- **Transparency:** Students are expected to be transparent about how they have used AI in their work, clearly indicating which tools were used and for what purpose.

Acceptable and Unacceptable Uses of AI in Student Work

The following outlines general guidelines for the acceptable and unacceptable use of generative AI in student work. Specific assignments and teachers may have additional guidelines, which students are expected to follow. **When in doubt, always consult with your teacher.**

Acceptable Uses of AI (with proper acknowledgment/citation):

- **Brainstorming and Idea Generation:** Using AI to help generate initial ideas, explore different perspectives on a topic, or create outlines for projects (provided the student develops the content themselves).
- **Research Assistance:** Using AI to quickly summarize long articles, identify relevant keywords for research, or find initial sources of information (students must then read, verify, and analyze the sources themselves).
- **Grammar and Spelling Checks:** Using AI-powered writing assistants for proofreading, editing for clarity, grammar, and spelling, or improving the tone of existing student writing.
- **Clarifying Concepts:** Asking AI to explain complex topics in a simplified manner or provide different examples to enhance understanding.
- **Language Translation:** Using AI tools to translate texts or documents into different languages to aid understanding (if applicable to the assignment).
- **Accessibility:** Utilizing AI features for accessibility purposes, such as text-to-speech or speech-to-text, to support diverse learning needs.

Unacceptable Uses of AI:

- **Submitting AI-Generated Content as Your Own:** Copying and pasting or directly submitting any content (text, images, code, etc.) generated by AI tools as original work without significant modification, critical analysis, and proper citation.
- **Using AI to Write Entire (Or parts of) Assignments:** Relying on AI to complete essays, reports, answers to questions, or other assignments in their entirety.
- **Plagiarizing AI Content:** Failing to properly cite any AI-generated content that has been incorporated into your work. This includes paraphrasing AI output without attribution.
- **Allowing AI to Replace Your Learning:** Using AI as a shortcut to avoid engaging deeply with the subject matter, conducting independent research, or developing critical thinking skills.
- **Generating False Information or Citations:** Submitting work that includes fabricated facts, misleading information, or made-up citations generated by AI. Students are responsible for the accuracy of all information submitted.
- **Circumventing Learning Objectives:** Using AI in a way that undermines the specific learning goals of an assignment or course.
- **Using Non-Approved AI Tools:** Utilizing any generative AI tool not explicitly approved by the School District of Philadelphia for student use.

Academic Integrity and AI Use

Academic integrity is the foundation of our school community, fostering an environment of honesty, trust, and respect. The responsible use of AI aligns with these values, while irresponsible use can lead to serious violations.

The use of AI will be considered a violation of the academic integrity policy if it involves any of the following:

- **Plagiarism:** Submitting AI-generated content (text, images, data, etc.) as your own original work without proper and explicit citation. This includes direct copying, paraphrasing without attribution, or any attempt to pass off AI output as solely your intellectual property.
- **Unauthorized Assistance:** Using AI tools on assignments where their use is explicitly prohibited by the teacher or the assignment instructions. This also includes using **non-approved AI tools** for any academic work.
- **Fabrication:** Presenting AI-generated information, data, or sources as authentic or factual when they are not. This includes "hallucinations" (AI making up facts or citations) that are not verified and corrected by the student.
- **Misrepresentation of Effort:** Implying or claiming that a significant portion of the work was done by the student when it was primarily generated by an AI tool, thereby misrepresenting the student's own effort and learning.
- **Collusion (with AI):** While AI is a tool, using it to complete individual work without explicit permission and transparency can be considered a form of unauthorized collaboration, as it gives an unfair advantage over students who are completing the work independently.

Students are ultimately responsible for the integrity of their submitted work. If a teacher suspects a violation, the student will be subject to the school's academic integrity policy, which may include consequences such as a failing grade on the assignment, disciplinary action, and a notation on the student's record.

We encourage all students to engage with AI responsibly, to understand its capabilities and limitations, and to always prioritize their own critical thinking and original effort in their academic pursuits. When in doubt about the appropriate use of AI for a particular assignment, **always ask your teacher for clarification.**

ACADEMIC PROGRAM

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

ACTIVITIES (Extra-Curricular)

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

ADVISORY PERIOD

Advisory is the first period of the day, starting at 8:00 AM. Students must report to advisory promptly and participate fully in all planned instructional activities. During advisory teachers take attendance, have community meetings, and have 1-on-1 check in meetings with students. When the advisory period is extended to facilitate various school functions, students are

expected to cooperate fully with their advisors. Misbehavior in advisory is regarded with the same seriousness as misbehavior in content-area classes, and similar consequences apply. Students must report to advisory before attending any other business or activity. Students who have legitimate business to conduct outside the classroom must obtain a hall pass. No one may leave advisory before the daily announcements have been made. Students are not permitted to visit other advisories for any reason.

Seminar, formerly known as Advisory, is a graded class! As a reminder, please see below how you earn your Seminar grade.

Course Name: Seminar

Course Credit: 0.25

Grading:

0-10 combined unexcused absences or lateness per marking period = 95% (A)

11+ combined unexcused absences or lateness per marking period= 59% (F)

* This aligns with the SDP and Bodine Goals of 90% or better for attendance

* Only 10 parent absence notes and 10 parent lateness notes are permitted for the year, each subsequent after 10 requires a doctor's note

ASSEMBLIES

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

ATTENDANCE

Pennsylvania State law requires all children to attend school on time every day. Parents of school-age children are responsible for their children's attendance. If a child is absent without a valid excuse for three or more days, the child is considered truant under Pennsylvania law. Parents may misunderstand the law, believing that an absence can be excused if their children are absent with their knowledge or at their direction, but this is not the case. Personal illness, a death in the family and serious family emergencies (if explained with specific, compelling detail to the Principal) are the only legitimate reasons for absence from school. Extended illnesses that require hospitalization are readily documented by a physician's note. However, frequent, sporadic absences reflect either 1) chronic medical conditions that can be verified by the nurse each year through authorized contact with the physician OR 2) misunderstanding of the parent's legal obligation to ensure that his or her child attends school daily. Where chronic medical conditions exist, parents are obligated to seek and secure effective treatment that leads to satisfactory attendance. Where misunderstanding is the root cause of excessive absence, it is expected that this clarification, which clearly states that children are not to be kept out of school for minor discomforts, failure to complete projects by the due date, child care, elder care, translation services, vacations, etc., will enable in parents to comply fully with the law. Unexcused absences will be investigated by telephone calls (1-2), administrative conferences

and follow-up by the regional truancy official (3-7). Students who have ten or more unexcused absences are routinely referred to truancy court. For an absence to be recorded as excused, parents must provide a written excuse upon the child's return to school. When a child has been absent for more than three (3) consecutive days, an official doctor's note must be presented in the main office stating the medical reason for the absence. After 8 excused absences, all absences are unexcused unless accompanied by an official doctor's note. Students whose absences have not been excused by a written note will not be permitted to make up missed work, receiving instead a permanent zero. The counselor and nurse are available to assist students who are hospitalized and need assignments. Students who are absent from school may not participate in any extended-day activities including remediation, enrichment, extra-curricular activities or athletics. Parents receive notification of their children's absence and lateness through nightly calls from the School District, calls from the Attendance Designee, and calls from teachers and advisors. Medical and dental appointments should be scheduled outside of school hours. Monthly early dismissal days are ideal times for scheduling appointments.

BOARD POLICY 204 - ATTENDANCE

ATTENDANCE SCAN

All students must register their presence at the scan kiosk when they enter the building using their student ID card. Students who lose their ID card may purchase a duplicate card for \$5. Students must report and replace lost IDs. Students who do not have their ID card with them upon arrival must be entered into the system manually by support staff and pay for a temporary ID card. Students who fail to scan in will be reported by their teachers by telephone call to the Main Office, and sent to the kiosk to scan. Repeated failure to scan may result in disciplinary action.

BEHAVIOR & CODE OF CONDUCT

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

2025-2026 Code of Conduct

Bodine maintains a distinctive climate of civility, which is immediately apparent to all guests and newcomers to our building. Bodine students are expected to contribute to that special tradition of civility in addition to complying with the School District Code of Conduct (cited under that heading). Bodine students are expected 1) to show respect for and consideration of the rights, privileges, feelings, needs and property of others; 2) to respond respectfully to correction from staff members and comply readily with redirection; 3) to recognize their responsibility to maintain a harmonious school climate by avoiding malicious, insensitive and damaging remarks, gestures and actions; 4) to keep their hands to themselves and avoid invading the personal space of others; 5) to refrain from gossiping and instigating confrontations among their peers; 6) to avoid ridiculing, harassing or bullying one another based because of physical appearance, gender, ethnicity, religion, income, competition for another's affection, etc. though indirect as well as direct means; 7) to conduct themselves on the Internet as they are expected to conduct themselves in person; 8) to bring items that others have lost to the main office immediately so

that the owner may be located; 9) to bring rumors to an administrator or counselor rather than spreading them around the school; 10) to report violations of this code (including cyber-bullying) to a teacher, counselor, or administrator immediately. Students who have been made to feel uncomfortable by inappropriate comments or incidents should report the situation immediately to an administrator, counselor or teacher. The Bodine community agrees that:

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

In addition to observing the regulations in the [2025-2026 Code of Conduct](#) and the ethical standards cited above, Bodine students are expected to adhere to many other traditional rules, which enable the school to provide a safe and caring environment for learning.

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

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

BULLYING & CYBERBULLYING

Bullying: An intentional electronic, written, verbal, nonverbal, or physical act or series of acts directed at a student or students, which occurs in a school setting, as well as off-campus conduct, including online or social media conduct, that has a continuing effect on the campus, and which is severe, persistent, or pervasive and has the effect of doing any of the following:

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

1. It is aggressive behavior or intentional harm doing.
2. It is carried out repeatedly over time.

3. It occurs between people where there is an imbalance of power (e.g. physical strength, mental capacity, popularity, or social skills).

Important changes to note:

No longer need to consider a power imbalance

No longer needs to be repeated over time - a single act could constitute bullying IF it is severe persistent or pervasive

Please review the School District of Philadelphia Board Policy below.

[BOARD POLICY 249- BULLYING & CYBERBULLYING](#)

CUTTING CLASS

Cutting class will not be tolerated. If you are found to be “out of bounds” you will be returned to class and a parent will be contacted. If a student cuts class they will receive a **zero** for all missed work assigned in that class on the day of the class cut and not be allowed to make up the work. If a student does not get permission to visit the nurse, counselor, main office, etc and they go anyway they will be marked cut.

These are the graduated consequences for students who cut class.

Consequences

- 1st Offense - Parent Call/Email from teacher, student receives a ZERO for any classwork that day
- 2nd Offense - Parent Call/Email from teacher and classroom level consequence, student receives a ZERO for any classwork that day
- 3rd Offense and Up - Parent Meeting with Administration, Administration Detention, Placed on Ineligibility List, student receives a ZERO for classwork

* Continued SDP Code of Conduct violations will lead to further disciplinary action.

HARASSMENT AND DISCRIMINATION

Harassment is verbal, written, graphic, or physical conduct related to an individual's gender, age, race, color, sexual orientation (known or perceived), gender identity expression (known or perceived), national origin, religion, disability, socioeconomic status and/or political belief. Discrimination is the treatment or consideration of or making a distinction in favor of or against, a person or thing based on the group, class, or category to which that person or thing belongs rather than on individual merit. **Please review the SDP Board Policy below.**

[BOARD POLICY 248- HARASSMENT & DISCRIMINATION OF STUDENTS](#)

LEAVING SCHOOL GROUNDS

Any student who leaves school property without written permission will be required to return to school with a parent or guardian.

DETENTION POLICIES

TEACHER DETENTION POLICY

Teachers can assign detention for violations of classroom rules; detention will be served in the classroom at the discretion of the teacher. Teachers will give 24 hour notification to parents if a detention is assigned.

SCHOOL-WIDE DETENTION POLICY

School-wide detentions will be issued for violation of SDP code of conduct violations such as (but not limited to):

- Excessive classroom disruption
- Habitual truancy / tardiness / cutting class
- Repeated dress code violation
- Inappropriate use of an electronic device
- Profane obscene gestures directed at another student or staff member
- Violates school policies, fails to follow established procedures, or disregards reasonable requests and instructions from a school employee.

Detention will be held after school. Students and families will be notified of the assigned detention via email. If a student misses an assigned detention, they are given one opportunity to make it up. After that, failure to attend detention will result in automatic placement on the ineligibility list.

The detention protocol is as follows:

- Students must arrive by 3:10 PM and sign in;
- Students hand over their phone to the detention monitor;
- Students must spend the entire time in the detention room without talking;
- Students may work on school assignments, read, or complete academic/restorative assignments. Students may not sleep or use electronics during detention.

If a student does not follow the protocol, they will be given one warning before being asked to leave. Students who are asked to leave must make up the detention on the next detention date.

[SDP ACCEPTABLE USE POLICY](#)

COMPUTING AND INTERNET (ACCEPTABLE USE)

Access Rights and Privileges

The School District of Philadelphia provides its employees with access to computing equipment, systems and local network functions such as School District e-mail and the Internet. This access has a limited educational purpose to aid productivity. The School District has the right to place reasonable restrictions on the use of equipment, resources and materials, as well as employees' access to the system. Employees are expected to follow the District's rules of conduct, disciplinary code, and the law in the use of the District's equipment network. All access and rights are privileges granted by the District, and users should expect no privacy rights. All

District employees and students will have access to the Web through the District's private network.

1. Unacceptable Use

- Users may not use the District's private network to access obscene (pornography of any kind), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Users may not post personal information on the Internet about themselves or other people. Personal contact information includes address, telephone, school address, work address, pictures or video bites, clips, etc.
- Users may not attempt to gain unauthorized access to any other computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing", "snooping", or "electronic discovery". Users may not deliberately disrupt or harm hardware or systems, interfere with computer performance, interfere with another's ability systems, or destroy data.
- Users may not use the District's private network activity, such as arranging for a drug sale, engaging in criminal gang activity, or threatening the safety of another person or persons. Users may not use the District's private network to solicit the use of such information to cause personal harm or bodily injury to another. Users may not knowingly or recklessly post false or defamatory information about a person or organization. Users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language. Users may not engage in personal attacks, including prejudicial or discriminatory attacks. Nor may users harass another person. Users may not re-post a message that was sent to them privately without permission of the person who sent them the message. Nor may users forward or post chain letters or engage in "spamming".
- Users may not install or reproduce unauthorized or unlicensed software on District resources. Users may not plagiarize works that they find on the Internet or other resources. Users may not use computer resources and the Internet for private business activities, unreasonable personal use, or for political lobbying.

2. System Security Obligations

- Users are responsible for the use of their individual access account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person. Any attempt to log on to the District's private network system administrator is prohibited. Any user identified as a security risk or having a history of violating this or any other Acceptable Use Policy may be denied access to the District network. Users will avoid the inadvertent spread of computer viruses by following the School District virus protection procedures, if they download software or share a common file directory. Users should immediately notify a teacher or system administrator of any possible security problem. Students will promptly disclose to their teacher or other appropriate school employee any inappropriate message that is received.

3. Filtering

- As required by law and in recognition of the need to establish a safe and appropriate computing environment, the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet.

4. Due Process

- **Employee violations of the District's Acceptable Use Policy will be handled in accordance with law, School Board Policy, and collective bargaining agreements, as applicable.** The School District will cooperate fully with local, state, and/or federal officials in any investigation concerning or relating to any illegal activities conducted through the District's private network.

VANDALISM

Students who damage the building or any piece of school property through graffiti or any other destructive actions will be required to pay the full cost of repair or restitution.

SMOKING/VAPING

Smoking and vaping is not allowed in the building, on school grounds, on near school grounds.

Consequences may include:

Parent/Guardian Contact*

Restoration Conversation *

Report to Incident Control Unit*

Logical Consequence (Loss of Privilege, Detention, Community Service etc.)

Referral to Counselor for SAP*

Educational course (Stanford)

OSS may only be utilized for repeat offenses.

SUSPENSION

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

TITLE IX

"No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid."

BOOKS AND SCHOOL MATERIALS

Bodine students receive textbooks for some courses; however, most textbooks have online access so that they do not need to be carried home. Textbooks issued to students are expected to be returned in good condition to the issuing teachers. Students must pay the full replacement cost for any books or other school property that they lose or damage. Each fall, students will complete book slips, which serve as the school's proof that the materials were issued. In June, or earlier for certain limited-use books such as novels, students must return their books and receive the book slips from their teachers. Students who fail to obtain the book slip (by leaving the book in a locker, in a classroom, etc.) will be held accountable for returning the book to the administration or paying the cost of replacement. Novels will not be issued to students until the previous novel has been returned, replaced, or paid for upon the end of the unit. No textbooks will be issued to students who have not satisfied their book debts from the preceding year.

BUILDING ENTRANCES AND EXITS

Students enter through the 4th Street main entrance only. Students who enter through any other door are subject to disciplinary consequences. **STUDENTS MUST NOT OPEN OR PROP OPEN DOORS AT ANY TIME. IF STUDENTS ARE CAUGHT DOING THIS THEY MUST RETURN WITH A PARENT OR GUARDIAN.**

CAFETERIA AND FOOD SERVICES

The School District Food Service Division operates the cafeteria and provides free breakfast and lunch for all students. Breakfast is available to all students in the Cafeteria service area between 7:15 and 7:55 and must be consumed in the Auditorium. No food or beverages are to be carried into the classrooms after Seminar. Students waiting for lunch must form an orderly line in the hall outside the service area and follow directions from the cafeteria and school staff. Students must eat lunch in the Cafeteria, or when the weather permits, at the picnic tables in the yard. The responsibility for maintaining a clean and orderly cafeteria rests upon the students, who must place their trash in the trash cans, keep their voices low, sit at the tables provided, obey directions from staff and show courtesy toward one another and the adult supervisors. During the lunch periods, students may *not*:

- Use their lockers after the first 10 minutes
- Create disruptions or obstruct hallways and stairwells
- Carry food or drink in open containers
- Leave school grounds
- Use the restrooms other than those located the basement level

PROMOTION AND GRADUATION REQUIREMENTS

Promotion in the School District is based on the number and types of courses for which credit has been earned:

- From 9th to 10th grade - successful completion of a minimum of 5 credits
- From 10th to 11th grade-successful completion of a minimum of 11 credits
- From 11th to 12th grade – successful completion of a minimum of 17.5 credits
- Three (3) or more failures at any grade level will result in a referral for an academic transfer from Bodine.

Participation in the graduation ceremony is a privilege that is earned by students who have passed all of their senior year classes and have maintained a satisfactory discipline record. Failure of one or more senior year classes will not necessarily prohibit a student from receiving his or her diploma, for the student might still meet the District's

requirement of 23.5 credits. However, the privilege of participating in the Bodine graduation ceremony is reserved for those who pass all of their senior classes.

Bodine HS Graduation Requirements:

English: 4 Credits

Mathematics 3 or 4 Credits**

Language: 4 Credits*

Electives: 4 Credits

African American History: 1 credit

Proficient Keystone Scores

Social Studies: 4 Credits

Science: 3 or 4 Credits**

Health/PE: 1.5 Credits

Arts & Humanities: 2 Credits

Multi-disciplinary Project

*A total of 7 credits in math and science are required.

All Bodine students must carry the full course roster for their grade and year. The students' voluntary enrollment, matriculation and continued participation in the rigorous Bodine program signify their acceptance of the school's enhanced graduation requirements. Because Bodine requires more credits than comprehensive high schools, it does not offer work rosters to students.

REPORT CARDS AND PARENT CONFERENCES

Report cards are issued four times a year and contain letter and numerical grades ranging from A (Excellent) to F (failure) according to **The School District of Philadelphia**.

Report cards are available electronically through the SIS. Report cards are the school's official notice to parents of student progress, but students are informed of their progress informally throughout the quarter, and interim notices are available online at the midpoint of each marking period. The Report Card Conferences scheduled by the District are designed to accommodate parents' schedules. However, parents are encouraged to call the school for an appointment with individual teachers as soon as concerns arise at any time during the school year. (See also **INTERIM REPORTS**)

CALCULATION OF GRADES

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

CLASS ATTENDANCE

The School District pacing schedules in subjects presume that all students are present in every class. Bodine students are expected to attend daily, participate fully and take responsibility for their learning by:

1. recording due dates and details regarding tests, projects and daily assignments
2. asking for clarification of tasks and assignments
3. asking for explanations in class and for additional help after class if they do not understand the material

4. contributing actively to discussions
5. reviewing class notes each day
6. preparing for tests through study and practice
7. meeting deadlines for homework and projects.

Students who miss class lose the advantages of 1) direct instruction, 2) credit for participation and 3) additional clarification and assistance.

Excused Absence: Upon returning to school after an absence it is the student's responsibility to verify that the absence was excused by submitting a valid parent note to the Main Office and then scheduling make-up tests and obtaining any missed information from teachers. Only if the absence is excused will make-up work opportunities be provided, and the teacher has the option of assigning alternative tasks and designing different tests from those conducted during the student's absence. Finally, it is the student's responsibility to borrow and copy a classmate's notes.

Unexcused Absence from School: Students who have been absent without a legitimate excuse may not make up missed work. They will receive the grade of zero for class participation, tests, class work and other graded tasks conducted during their absence.

Unexcused Absence from Class: Students who are present in school and miss a class without obtaining the teacher's prior permission or who obtain permission under false pretexts are referred for cutting. Students who cut class receive a permanent zero for the day's work. All class cuts appear in the student's record in the Student Information System. Upon the first verified instance of cutting, the teacher will complete the referral in SIS and issue a formal warning. A parent telephone call or email is required and will be documented. Upon a second verified class cut, the cut will be documented again and the parent called. Upon a third verified class cut, a mandatory parent meeting will be held, and the student becomes ineligible to participate in all school sports, club activities, and field trips for the remainder of the quarter and the entire following quarter.

COMMUNICATION

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

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

To facilitate uninterrupted communication, parents are asked to notify the school immediately of any change of address or telephone number and provide verification in the form of copies of utility bills and driver's licenses, or other District-approved forms of proof.

CONTACT INFORMATION

In August students receive new emergency contact forms for their parents to complete. Parents are asked to review the preprinted information for accuracy and provide their work or other daytime telephone numbers and cell phone numbers as well as the names and numbers of three additional relatives or friends who can be called in case of an emergency when the parents cannot be reached. Parents should update their contact information (phone numbers, designated adults, etc.) as soon as the changes occur. (See the acceptable verification notice above.)

COUNSELING SERVICES

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

COUNSELOR ASSIGNMENTS BY STUDENT LAST NAME

Students are assigned to counselors by their last name. This ensures continuity in relationships with students and families across their tenure at Bodine.

Ms. Gravelly: A-L

Ms. Tedesco: K-Z

DRESS CODE

Bodine is committed to providing a welcoming, safe, and inclusive environment. Students have the right to dress in accordance with their stated gender identity and/or expression within the constraints of the school's dress code.

All students must wear an approved William Bodine High School for International Affairs School shirt (it must be visible at ALL times):

Tops:

- Bodine logo t-shirt
- Bodine logo polo shirt
- Bodine logo sweatshirt
- Bodine logo hoodie
- Bodine sports team shirts

- Bodine club shirts

Bottoms:

- All pants, shorts, and skirts must fit at the waist. Clothing must cover undergarments when sitting, standing, or bending.

Hats and other headwear may be worn; however, they must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff. Hoodies should **NOT** be worn over the head.

Shoes must be worn at all times

Not Permitted: Sunglasses, balaclavas/ski masks (clothing that covers a child's face), and any clothing item or accessory that administration deems unsafe or inappropriate. **Students are also not permitted to alter Bodine attire (uniform shirts or other). Alterations to include, but not limited to, cutting, rips/tears, discolorations, folding/cropping etc.**

Physical Education Uniforms: PE uniforms must be purchased at the school when assigned to Physical Education. PE uniforms must be worn during Physical Education class.

* On designated dress down days, no clothing may depict violence, weapons, drugs, alcohol, or other illicit activities.

Dress Code Violation

Consequences

- 1st Violation- Parent Call/Email
- 2nd Violation- Parent Call/Email and detention;
- Repeated Violations- Parent Meeting, detention, and student placed on ineligibility list.

* Continued SDP Code of Conduct violations will lead to further disciplinary action.

ENTRANCE AND EXIT PROCEDURES

All students must enter and exit the school building exclusively through the **4th Street entrance**. The **cafeteria exit** is reserved solely for students to access the garden during lunch periods. All other exits are to be used only during emergency procedures and drills as directed by school staff.

EARLY DISMISSALS

The Bodine program involves rigorous coursework, and students who miss classes are at a significant disadvantage. Therefore, the school strives to preserve the integrity of the school

day. The maximum number of excused early dismissals per marking period is **TWO (2)**. **Any early dismissal in excess of this limit is coded “UNEXCUSED,” by the school and the teacher** and the student will not be permitted to make up the missed work. Appointments for routine dental and medical care should not be scheduled in conflict with school hours. Early dismissal days for staff professional development provide opportune times for appointments. The procedure for obtaining an early dismissal, if this is absolutely necessary involves these steps: 1) The student must present a note from his/her parent no later than 8:30 on **the day before** the appointment; 2) The office staff or nurse will contact the parent for verification; 3) The student will report to the office at the appropriate time to meet the parent and sign out. The parent or person appointed by the parent must present a valid photo ID and come to the school to pick up a student who is leaving early. Students will not be dismissed alone according to District policy. **Early dismissals must take place no later than 2:00 PM.**

Understanding of and adherence to this policy is required of all parents in order to ensure that the office staff is able to accommodate your requests while also 1) meeting the many needs of other parents, our students, teachers, visitors and community partners and 2) completing time-sensitive tasks required by the District. We reserve the right to deny requests that are not submitted on the day before the early dismissal and/or that cannot be confirmed in a reasonable amount of time using a telephone number that is currently on file.

Early Dismissals for PIAA contests and other extracurricular events are governed by these regulations:

- Students must have obtained their parent's signature on the official permission slip created for the sport or extra-curricular event.
- Students must present the early dismissal slip for the teacher to sign prior to the dismissal.
- Students must submit all assignments and projects that are due that day prior to leaving the building.
- Students who will miss a test because of their athletic schedule must meet with the teacher **prior to the class to be missed** and make explicit arrangements to take the test at an alternative time, before or after school or during a lunch period. **These arrangements must be made with the teacher before the student leaves with the team.**
- Students must attend a full day of school to be eligible to participate in games and practices. Those who arrive late will not be permitted to participate.
- Students must meet all eligibility requirements set forth by the school (see Bodine Eligibility form).

ELECTRONIC DEVICE POLICY

Student use of cell phones and other electronic devices during the school day is a **privilege**. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom.

All students must safeguard their personal property, including electronic devices. **THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGE OR THEFT TO ELECTRONIC DEVICES.**

All students will store their phones at the start of each class in the designated station. They may retrieve their phones only with teacher permission. Earbuds should be away during the class

period (Not visible, in use, or in their ear). Personal electronics should never be used to record any individual without their consent. Additionally, students may not utilize personal hotspots, personal Ipads, and non-SDP computers/devices. Personal computers are not allowed to be utilized in the school building.

Students who violate the policy may have their phones stored with administration for longer periods of time. Repeat issues may result in the family being called in for a conference.

As a result of this practice, students will not be available for direct contact during class time. If you have a family emergency that requires immediate attention, please call the school office at (215-400-7630).

Family Tip: Do a phone use check with your child. Take a look at your phone use totals for the last 24 hours, and the last week. When are they using their phone, and for what purpose? Talk about what boundaries they could set as an individual, or what you could set as a family.

Cell phones may be used during transition time and lunch periods. Cell phones should be off/silent and secured during class time (including Seminar). This includes earbuds which should not be worn during class time. On occasion, teachers may request students to use their phones for instructional purposes. Students must follow the instructions of the teacher.

Consequences will be administered at the classroom level. Repeated violations require further disciplinary actions.

ELEVATOR

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

ELIGIBILITY for EXTRACURRICULAR ACTIVITY AND SPORTS PARTICIPATION

See Bodine's Eligibility form for specific details.

EMERGENCY PROCEDURES AND FIRE DRILLS

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

- Stop work immediately
- Close windows if time allows
- Turn off all lights, power and gas
- Leave the room silently with the last person out closing the door without locking it
- Follow the teacher to the nearest exit or fire tower, as shown on the fire drill sign posted in each room
- Move efficiently so that people behind them can also exit quickly and safely

- Maintain silence while exiting and while waiting outside so that they can hear all directions
- Congregate with their teacher and classmates on the sidewalk on 4th, George or Orianna Streets.
- Return silently to the classroom at the signal, using all doors
- Return to the room that they left at the time of the drill even if the class periods have changed in the meantime

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

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

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

EMERGENCY SCHOOL CLOSINGS:

When bad weather or other emergencies force the closing of school, announcements that cover **All Philadelphia Public Schools** will be made on local television and radio stations beginning at 5 AM. School closing information may also be obtained on the School District Website. If it becomes necessary to close school during the day, parents, students and staff will be notified immediately through the School District Student Information System to the contacts on record.

FLEXIBLE DAY OF INSTRUCTION

This policy applies when in-school instruction cannot occur due to various reasons, including but not limited to inclement weather, facility issues, and/or public health crises. In such circumstances, instruction will transition to a home-based setting with comprehensive support from the school.

Purpose and Scope

The primary purpose of the Flexible Day of Instruction policy is to maintain educational continuity and minimize disruption to student learning when physical school attendance is not feasible or safe. This policy ensures that students can continue to engage with their curriculum and receive instruction remotely, supported by school resources and staff.

Instructional Setting and Support

During a Flexible Day of Instruction, all teaching and learning activities will occur remotely, with students participating from their home settings. The school will provide necessary support to facilitate this remote learning environment. This includes, but is not limited to, technical assistance, access to digital learning platforms.

Communication Protocol

- School-Wide Closings (e.g., Inclement Weather): In situations affecting the entire School District of Philadelphia, such as widespread inclement weather, official announcements regarding school closings and the activation of a Flexible Day of Instruction will be prominently posted on the School District of Philadelphia website. Families are advised to regularly check this official source for district-wide updates.

- **School-Specific Closings (e.g., Facility Issues):** For circumstances that impact only the William Bodine High School for International Affairs, such as localized facility issues, information regarding the Flexible Day of Instruction will be communicated directly to families through the School Information System (SIS) messenger system. Please ensure your contact information in the SIS is up-to-date to receive these critical alerts.

Instructional Delivery System

Instruction during a Flexible Day of Instruction will be delivered through established digital platforms to ensure consistency and accessibility:

- **Primary Platforms:** Instruction will primarily utilize Google Classroom for assignment distribution, resource sharing, and ongoing communication.
- **Information Hub:** All essential information, including potential office hours (not required), detailed assignment instructions, and any supplementary materials, will be clearly posted on the respective Google Classroom page for each course. Students are expected to regularly check their email and Google Classroom for updates and requirements.

Addressing Internet Connectivity Issues

We understand that reliable internet access may not be available to all students. In circumstances where a student experiences a lack of internet connection, alternative arrangements have been made to ensure continued learning:

- **Alternative Assignments:** Students without internet access should refer to their classroom teacher's syllabus for pre-planned alternative assignments or instructions on how to access course material offline. Teachers will outline these contingencies in their syllabi at the beginning of the school year.
- **Communication for Support:** If internet connectivity issues persist or prevent access to the syllabus, students or guardians should contact the student's teacher (by 9:30 AM) or as feasible to discuss available support and alternative learning arrangements.

EXAMINATIONS AND ASSESSMENTS

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

EXCUSED DELAYED ARRIVALS

Parents who are unable to make essential medical appointments for their children outside the school day may schedule appointments for the early morning hours. Students arriving late under these circumstances must report to the main office and present written documentation (including name, date, time and phone number) from the doctor and a signed note from their parent or guardian. Once this information has been verified, the student will be issued an Excused Delayed Arrival entry pass and sign the Excused Delayed Arrival log. Students who fail to present this documentation will be subject to the consequences for lateness. Students are permitted two “excused delayed arrivals” per marking period. Additional instances will be regarded as unexcused lateness and incur the penalties associated with the same.

FIELD TRIPS

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

FOOD AND DRINK

Breakfast & Lunch: School District provided food and drink must be consumed in the Auditorium (before 7:55 AM) or during lunch hours in the cafeteria/gym **ONLY**.

Outside Food & Drink: Students are permitted to bring their own food and snacks with them at the start of the day. Outside food must be eaten in the Auditorium (before 7:55 AM) or during lunch hours outside (if the weather permits) and in the cafeteria/gym **ONLY**. **No Glass Bottles Are Permitted.** Water is the only beverage allowed in the classroom (please bring your own water bottle to fill at hydration stations). **Students are NOT PERMITTED to order outside food from food delivery services (UberEats, GrubHub, Seamless, Caviar, etc.). Food will be confiscated by staff and discarded.**

Consequences

- 1st Violation- Food is confiscated and discarded, Parent Call/Email
- 2nd Violation- Food is confiscated and discarded, Parent Call/Email, and Detention
- 3rd Violation and Up- Food is confiscated and discarded, Parent Call/Email, Detention and Placed on the Ineligibility List

* Continued SDP Code of Conduct violations will lead to further disciplinary action.

GRADES

ALL students must pass all of their classes with a D (60) or above, and it is highly recommended that you earn at least a B or above to earn Quality Credits. Students must remain in good academic standing to remain at Bodine each year. **More than 2 failed classes for the school year could result in your not being able to complete your remaining coursework at or graduate from Bodine.**

Support

- 1 Failed Class- 2 Parent Calls, Interim Report Per Quarter
- 2 Failed Classes- 2 Parent Calls, Interim Report, and 1 Parent Meeting Per Quarter
- 3 or More Failed Classes- 2 Parent Calls, Interim Report, and 2 Parent Meetings Per Quarter

* All students failing 2 or more classes will be placed on the ineligibility list for the following quarter.

GRADING SCALE

1. The following relationships between numerical averages and literal marks are established by the School District of Philadelphia.
 - i. A=90-100
 - ii. B=80-89
 - iii. C=70-79
 - iv. D=60-69
 - v. F=50-59
2. A grade of Incomplete (I) can be given in the following situations:
 - a. Student was enrolled for less than 15 days during the term
 - b. Students was on extended medical leave (nurse confirmation required)
3. Incomplete grades must be corrected prior to the close of the next term grading window or the grade will convert to a 50.
4. Incompletes cannot be given during the final term of a course. The final grade for a course will be automatically calculated as an average of all term grades. Students whose final average falls below a 60 will receive a failing grade on their final report card and will not earn credit for the course

PARENT PORTAL

A Parent Portal is a secure, online platform that provides parents and guardians with real-time access to their child's academic information. It is a key tool for improving communication and engagement between families and schools.

The School District of Philadelphia's (SDP) Parent Portal, called the Parent & Family Portal, offers a range of features, including:

- **Grades and Assignments:** Check your child's current grades and view upcoming assignments and due dates.
- **Attendance:** Monitor your child's attendance records.

- **Announcements:** Stay informed about important school news and announcements.
- **Report Cards and Transcripts:** Access and view your child's official report cards and academic history.
- **Schedules and School Information:** See your child's class schedule and access school calendars and event information.

This portal is available both as a website and a mobile app, allowing parents to stay connected to their child's education anytime, anywhere.

How to Enroll in the SDP Parent Portal

1. **Ensure Your Information is Current:** Contact your child's school to make sure they have your updated name, address, phone number, and email. You must be listed as your child's legal guardian.
2. **Get Your Confirmation Code:** Go to signup.philasd.org and select the option to look up your confirmation code. You'll need your child's **student ID, last name, and date of birth**. The system will provide the code.
3. **Complete Registration:** Once you have the code, return to the same website and choose "Yes, take me to Account Registration." Enter your last name and the confirmation code to finish setting up your account.

GRADE IMPROVEMENT

Grade improvement is conducted to provide students with opportunities to improve their grade from the previous term, to proactively work towards avoiding credit recovery of the course. Students are expected to still attend the class they are completing grade improvement for, in addition to completing coursework created by the teacher and approved by an Administrator.

Student Eligibility

Teachers must authorize student use of in-course grade improvement. Students are eligible for in-course grade improvement if they have a grade of 50% and 59% at the time of Interim Progress and/or have failed the term. This option is not available for students during Term 4.

GRADUATION REQUIREMENTS

A 12th grade student shall graduate if he/she:

- Successfully completes a Senior Project
- Earns a total of 23.5 credits, which include:
 - 4 in English
 - 3 in Mathematics
 - 3 in Science
 - 3 in Social Studies
 - 1 in African American History
 - 2 in World Language
 - 2 in Arts and Humanities
 - 1 in Physical Education
 - 0.5 in Health
 - 4 in electives

- One elective must be a college preparatory Mathematics or Science course, an International Baccalaureate course or an Advanced Placement course. Schools or programs may predetermine specific subject area elective

GUEST TEACHERS

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

HALLWAYS AND BATHROOMS

Hallways: Students must have a signed hall pass at all times. There will be no hall passes in the first or last 10 minutes of class. **Bathrooms:** Students are only allowed to use student bathrooms. When possible students should use the bathrooms on the floor they have class on. **Transitions:** Students have 4 minutes between each class. Students must first go to class and get their teacher's permission via a hall pass to go see the counselor or nurse.

Consequences

- 1st Violation- Warning
- 2nd Violation- Warning and Parent Call/Email
- 3rd Violation and Up- Parent Meeting, Restriction of Bathroom Privileges
- 4th Violation- Placed on the Ineligibility List

* Continued SDP Code of Conduct violations will lead to further disciplinary action.

HALL PASSES

Bodine has instituted generous passing periods and lunch periods to give students sufficient time to attend to their needs. Therefore, it is expected that students will rarely require hall passes.

HEALTH SERVICES

The nurse is a key member of our MTSS Team, who is required to monitor student attendance patterns that are associated with health issues. Therefore, all parents of students with severe chronic or acute illnesses must register their children's cases anew each new school year by making an appointment with the nurse and providing up-to-date medical reports that give clear and compelling information to ensure 1) that the case is being managed by an appropriate specialist and 2) that the school knows what to expect from and how to respond to the student's condition. The information provided should also verify the extent to which the student's condition may require frequent absences that might result in the student's failing to meet the District's attendance standard of 95% or better for each pupil. Students who must take medication on a regular basis must give the medication to the nurse in the original prescription container. The nurse is available for consultation if students or parents need to discuss health problems. First

aid and emergency treatment are available in the Health Room for injuries sustained and illnesses that arise during the school day. If a student becomes ill, he or she should ask the teacher for a pass to the Health Room. **If the nurse is not available, the student should report to the Main Office**, and the administrator will contact the student's parent. If the student must be sent home, a parent or an adult named by the parent must come to take the student home, in accordance with School District of Philadelphia policy. At no time will students be dismissed to travel home without adult supervision, regardless of age. If a student needs to go to the hospital, the school will contact the parents and make the arrangements. Therefore, the school must have current and accurate emergency contact information including the home telephone number, the parents' daytime work and cell phone numbers and the names of other trusted adults in case the parents cannot be reached. In the case of a life-threatening emergency, the school nurse or administrator will call for an ambulance immediately and notify the parent immediately thereafter. Under **no circumstances** should any student **leave** the building without permission with the excuse that he/she is too sick to remain in school **OR cut class** on the pretext that he/she was too ill to seek help. If a student is ill, he or she must report to the nurse or to the office for assistance. Should a student contact his/her parent before being examined by the school nurse and the parent arrives at the school before speaking to the school nurse, the student understands that he/she may not be given an excused absence by the nurse and not be permitted to leave school with the parent.

HOMEWORK/STUDY

Homework and study time is fundamental to the learning process, and students are expected to do homework and/or study daily for each major subject. The purpose of this is to extend classroom learning through practice and to promote the development of independent work habits. Classroom instruction introduces new concepts and procedures; through homework and study, students test and perfect their understanding of the new content. Therefore, neglect of homework has academic consequences chiefly because students may not develop a firm grasp of the material. Students should refer to each course syllabus to determine grading guidelines for homework in each class. Whether or not there is a written assignment, all students should review their class notes daily and study the material in a cumulative fashion to ensure retention. They should also work progressively on any long-range projects that have been assigned, avoiding the rush to the deadline, which results in unnecessary stress as well as substandard performance. Students may take advantage of the extended lunch period to work on homework or study. However, it is not possible for students to complete all of their homework within the school day.

IDENTIFICATION CARDS AND SCAN POLICY

Students need their school-issued Student Identification Cards to scan in at the kiosk when they enter the building. ID cards are issued free to all incoming students, and students are expected to present their IDs to staff members at any time upon request. Students who have forgotten their cards will be issued a temporary ID for that school day only. The ID replacement cost is \$5. All ID fines must be paid 1) before transfer requests are completed; 2) before monies for special events and class dues are accepted; and 3) before diplomas are issued at commencement. Students who fail to scan in upon arriving at school are subject to disciplinary consequences. Students are urged to replace lost IDs immediately, rather than accumulate excessive and unnecessary fines.

INTERIM REPORTS

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

INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME

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

LATENESS TO SCHOOL

Punctuality is vital for success in school and in the workplace. Bodine students are expected to demonstrate this trait. Students who arrive late must scan in at the kiosk and proceed immediately to the Main office, sign in, get a late pass, and report directly to class. Students that arrive after 10:00 AM must have a doctor's note or be accompanied by a parent. If a large percentage of students are delayed by problems with the public transportation system or inclement weather, the administration will extend the start time to accommodate them, and no lateness will be recorded that day. It is expected, however, that students and parents will monitor the morning traffic and transportation situation to ensure timely arrival with rare exceptions. **Students who are late for school on 11 or more occasions for a quarter will become ineligible for all in-school and extra-curricular activities for the following quarter.**

* Continued SDP Code of Conduct offenses will lead to further disciplinary action.

LOCKERS

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

1. Do not share your locker combination with ANYONE.
2. Do not store the property of others in your locker.

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

LOST AND FOUND

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

LUNCHES

All students will eat lunch in the cafeteria, auditorium, and the outdoor courtyard. Students should only use the bathrooms located in the basement area during lunches. Students should remain in these three areas for the entirety of their lunch period. **NO FOOD SHOULD BE TAKEN TO TEACHER CLASSROOMS.**

NATIONAL HONOR SOCIETY

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

PARKING

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

PHYSICAL EDUCATION

Physical Education is required for graduation. If a student has a valid medical reason to be excused from physical education or participate in the class at a reduced level, he/she should see the nurse and obtain the proper form, which must be completed and signed by the doctor and returned to the Health Room. Students must purchase and wear the Bodine gym uniform and proper athletic shoes during class. Gym clothes may be worn in academic classes.

RESTROOMS

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

ROSTERS AND ROSTER CHANGES

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

SECURITY MATTERS

Metal Detectors and Scanners

Upon entering the building, all students must pass through the metal detectors and submit their personal effects to visual and x-ray scanning. Prohibited items will be confiscated during the security scan: pepper spray, glass containers, cigarettes, tobacco products, prescription and illicit drugs and marijuana, vaping devices and cartridges, lighters, spray paint, oversize markers, and weapons. Pennsylvania Law (Act 26 of 1995) requires arrest and expulsion from school (for at least one full year) for any student found in possession of a weapon on school property, in a school program and while traveling to or from school programs (including on SEPTA routes). Metal tools and supplies such as pointed scissors will be confiscated unless accompanied by a written request from the instructor on official school letterhead. Students who evade the metal detector will be subjected to a thorough search of their persons, their belongings and their lockers. Any required disciplinary actions will be taken.

Safety Guidelines

The school is not responsible for any possessions or valuables that students bring into the building, whether these are carried in book bags, purses or on the students' persons; 2) stored in hall lockers; or 3) left unattended in gym lockers, classrooms, the lunchroom or the yard.

Students must follow these guidelines for their own safety and the security of their property:

1. Avoid bringing large amounts of money to school. If you must do so, do not confide in anyone else or leave money in your locker or in an unattended book bag or purse.
2. Avoid wearing expensive jewelry to school. If it is worn, fine jewelry should not be visible while traveling to and from school.
3. Know where your personal belongings are (handbags, coats, books and book bags, calculators. etc.) are at all times.

4. NEVER LEAVE YOUR POSSESSIONS UNATTENDED.

5. Remember: The school is not responsible for lost or stolen items.
6. Close your locker securely, turn the dial and try the handle before proceeding with your day.

Additional guidelines for your safety and security include the following points:

7. Avoid lingering in the building at the end of the school day unless you have an after-school activity.
8. Do not leave school grounds during the school day.
9. When you are in the yard during lunch, remain where the SCS or SSO can see you. Obey his/her directions.
10. Never enter the fire towers unless you are participating in an official school fire drill or actual evacuation.
11. Avoid traveling to and from school alone; travel in pairs or groups.
12. Keep to the main thoroughfares; avoid narrow, deserted streets.
13. Report any unsettling incidents that occur as you travel to or from school to the police and a school administrator immediately.

SERVICE REQUIREMENTS

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

STUDENT RECORDS

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

STUDENT FARE CARDS AND TRANSPORTATION

Students who live more than 1.5 miles from the school will receive a Student Fare Card. Lost or damaged Fare Cards can be replaced by visiting the Climate Manager. Loss of a Student Fare Card is not a legal excuse for absence from school. Parents are required to ensure their children attend school pursuant to State requirements.

TRANSGENDERED AND GENDER NON-CONFORMING STUDENTS

The purpose of this policy is to ensure safety, equity, and justice for all students regardless of gender identity or gender expression so that they can reach their fullest human and intellectual potential: [Policy 252](#)

VALUABLES

Neither the School District nor the school can assume any liability for the loss or theft of personal property. The best way to protect against such loss is to leave valuables or large sums of money at home. If a student must bring valuables to school, he or she should bring them to the office for safekeeping. Graphing calculators should be labeled for easy identification and should **never be left unattended. Personal electronics are particularly vulnerable to theft. Students MUST keep these items in their locker or backpacks, well concealed from view.** Please be advised that William W. Bodine High School for International Affairs will not be liable for any item that has been confiscated by school police or administration, or has been lost or stolen. The school will not pay to replace any lost or stolen items.

VISITORS TO BODINE

Bodine welcomes many visitors who enhance our school's program, in addition to family members who arrive for student-related matters. All visitors must pass through the metal scan, sign the security desk register and report to the main office immediately. Visitors who do not have legitimate business at Bodine will be asked to leave. This includes the friends and relatives who are on a holiday from school or visiting from out of town. Alumni are welcome provided that they have an appointment with a teacher. The rule against unauthorized visitors encompasses the school building, the yard, and the sidewalk around the building. Violators will be prosecuted.

WORLD AFFAIRS COUNCIL OF PHILADELPHIA

The World Affairs Council of Philadelphia, established in 1949, is a non-profit, non-partisan organization dedicated to educating its members and the general public about national and international issues. As part of its commitment to civic education, the World Affairs Council, in cooperation with the School District of Philadelphia, established the William W. Bodine High School for International Affairs in 1981. Bodine was one of the first schools in the nation to be devoted entirely to a curriculum of global studies and foreign language, and it is the only school co-sponsored by a private world affairs organization. The full-time, on-site World Affairs Council Liaison works closely with the faculty to plan activities that advance the school's global mission, such as cultural assemblies, visits by dignitaries, trips to regional sites of historical and political interest, Model United Nations, World Affairs Club, and International Day. The WAC Liaison also coordinates the annual spring trip abroad, summer internship programs, consulate visits, and study abroad programs. To learn how to participate in these and other WAC activities, students should visit the liaison before or after school or during advisory. Bodine High School was established in 1981 under a federal program designed to promote educational equity through the creation of rigorous, thematic magnet schools, which would naturally attract a diverse student body. The vision of World Affairs Council president, William W. Bodine, guided the development of the school's unique curricular and co-curricular program, which combined increased requirements for foreign language and social studies courses with an array of internationally-themed electives and the infusion of international concerns into the core courses, with a rich co-curricular program of assemblies, speakers, trips, and other special events rooted in the school's contracted partnership with the World Affairs Council of Philadelphia. Throughout its history, Bodine has remained faithful to its original purpose, providing Philadelphia's youth of all races, ethnicities, and socioeconomic backgrounds with life-changing global experiences. Today Bodine High School offers even greater educational options through the International

Baccalaureate Diploma Programme, and the AP and College Excel Programs, while still maintaining its fundamental identity as the World Affairs high school.

ADDITIONAL PARENT RESOURCES

- [Language Access Guidelines For Caregiver](#)