

THE SCHOOL DISTRICT OF PHILADELPHIA
Constitution High School
18 S 7th Street
Philadelphia, PA 19106

Parent & Student Handbook
2024-2025



United we stand, divided we fall!

Ms. Brianna Dunn-Robb, Principal
Dr. Tony B. Watlington, Superintendent
Mr. Jeffrey McFarland, Assistant Superintendent

Dear Constitution School Community,

On behalf of our school community, I welcome you to Constitution High School. This manual will be your guide to the culture, climate, mission, and operating procedures of our school. Included in the text, you will find our mission statement, a listing of our current school staff members, School District of Philadelphia Policies and Procedures, and the policies and procedures particular to Constitution School.

This handbook serves as a resource for expectations and commitments we make to one another. Having strong systems and procedures will allow us to focus on our most important goal: creating a welcoming and inclusive school environment in order to provide students with a comprehensive educational experience that expands students' interests to include: knowledge of history, democratic deliberation and active citizenship.

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

Cheers to the 2024-2025 School Year!

Brianna Dunn-Robb
Principal

Philadelphia School Board

**Reginald Streater
Wanda Novales
Sarah Ashley-Andrews
Crystal Cabbage
Cheryl Harper
Whitney Jones
ChauWing Lam
Joan N. Stern
Joyce Wilkerson**

Superintendent of Schools

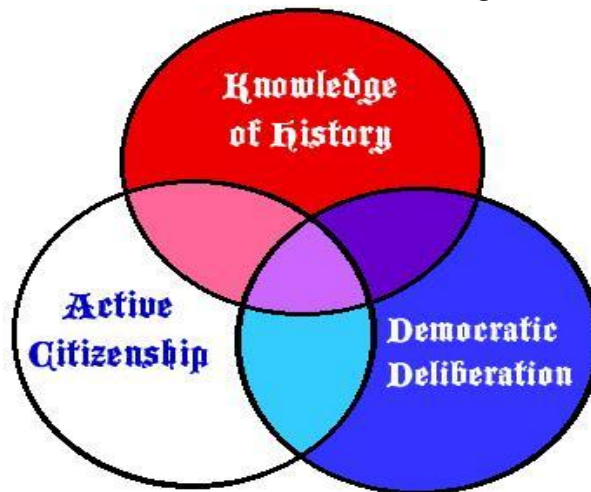
Dr. Tony Watlington

Neighborhood Network #12 Superintendent of Schools

Mr. Jeffrey McFarland

VISION STATEMENT

Constitution High School is a unique, small, college preparatory, city-wide admission school. It is the only Philadelphia School District high school whose theme is Law, Democracy, and History. The school program capitalizes upon the unparalleled historical resources of the city to deliver a program that emphasizes the study of all social sciences through the American experience. The three instructional themes embedded throughout instruction are:



The creation and implementation of Constitution High School continues to be accomplished through significant partnerships with the National Constitution Center, the Gilder Lehrman Institute for American History, Ballard Spahr LLP, and the History Channel. Gilder Lehrman sponsors the creation of history high schools and Constitution High School for American Studies is the first such school in Pennsylvania. Our partners assist our mission in a multitude of ways, including mentoring, job shadowing and internships, creating special programs and trips, and funding.

MISSION STATEMENT

Constitution High School is a unique collaboration among the School District of Philadelphia, the National Constitution Center and the Gilder-Lehrman Institute of American History. By engaging students with an appreciation for history and an understanding of the democratic principles embodied in the United States Constitution, this college preparatory high school will develop the next generation of engaged citizens and civic leaders in government, public policy, and law. We at Constitution are committed to the success of our mission, which is delineated into five key areas essential to fostering growth and development among learners:

Academic Calendar 2024-2025

August 2024

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

SUN	MON	TUES	WED	THURS	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- School Closed for Students and Staff
- Staff Professional Development (Full Day); School Closed for Students
- Three Hour Early Dismissal for Staff and Students
- Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- First Day of School for Students
- Report Card Conference (Full Day); School Closed for Students
- Last Day of School
- Report Card Conference (Half Day); Three Hour Early Dismissal for Students

CONSTITUTION HIGH SCHOOL GOALS, WE WILL:

**Exemplify outstanding teaching and active learning in a rigorous academic environment, befitting our 21st Century contemporary pluralistic society, by instituting the High School Plan.

**Embody leadership by providing multiple opportunities for staff and students to develop empowering leadership qualities in a variety of settings including school district, local, state, national and international communities.

**Achieve a high level of professionalism in our school through excellent attendance, respective interactions, appropriate conduct and superior quality of work.

Constitution High School Organization

Academic Program

Our academic program revolves around the school's three tenets: ACTIVE CITIZENSHIP, KNOWLEDGE OF HISTORY, and DEMOCRATIC DELIBERATION.

Staff

Social Studies Department

Michael Mander, Lead

Jennifer Hare

Jennifer Luneau

Sean O'Neil

English Department

Robert Ballew, Lead

Lauren Taylor

Nakia Shoats

Mathematics Department

Robert Signs, Lead

Matthew Rogerson

Simin Xu

Science Department

Tirthankar Ghosh, Lead

Mary Kersten

Kelly Vranich

Health and PHYS. ED

Robert Moore

Art History/TECH

Miranda Thompson, Lead

World Language Department

Jailene Flynn

Julia Quintavalle

Nurse

Sharon Thompson

Counselor

Abby Panetta

Matthew Soloway

Dean of Students

Cynthia Green-Morson

SBTL

Colleen Carberry

Annabelle Lyons

Roster Chair

Jennifer Luneau

Robert Moore

Athletic Director

Robert Moore

Secretary

Bridget Fairburn

Kathleen Heran

School Police Officer

Officer

Building Engineer

Jeffrey Rachlin

Cafeteria Manager

Lynn Elam

Student Climate Staff

Nahiyah Johnson

Fairley

ESOL

Nakia Shoats

Special Ed./MG

David Greene-SEL

Lillian Wood

Phyllis Graham

PARENT/GUARDIAN RESPONSIBILITIES

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

GENERAL INFORMATION

ABSENCES:

Students should bring an excuse note from parent/guardian or doctor upon their return to school from legitimate absences. With that documentation, the Advisor will be able to code the student's absence as excused. PA State Law holds parents/legal guardians responsible for school attendance. The procedures listed below are followed:

- 3 to 7 unexcused absences –Legal Notice sent home
- 10 consecutive or 25 non-consecutive unexcused absences – Referral to Truancy Court

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. Guardians 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](#)

In order to achieve success at Constitution High School, students are expected to attend school and

classes regularly. Students use their I.D. cards to “swipe-in” as they enter the building to mark themselves present. This attendance is used for verifying advisory attendance and individual class attendance. Students with repeated unexcused absences will be referred to Truancy Court.

Academic Integrity Policy:

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

TYPES OF VIOLATIONS

Cheating: Copying, using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

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

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

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

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

LEVEL 1 VIOLATIONS

- Copying another student’s homework, class work, or ideas without the instructor’s permission. (cheating/plagiarism)
- Allowing another student to copy homework or class work without the instructor’s permission. (facilitation)
- Not acknowledging another writer’s ideas or direct words within a given assignment. A list of resources alone are not sufficient. (plagiarism)
- Copying or paraphrasing an excerpt from the Internet or any other source without citing the source. (plagiarism)

LEVEL 2 VIOLATIONS

- Cheating on exams, tests, or quizzes, including failure to follow behavioral and procedural guidelines before, during, and after testing situations. (cheating)
- Copying or buying an essay, lab report, or project and submitting it as one’s own. (cheating/plagiarism)

- Using an assignment from a student who previously took the class and submitting it as one's own (cheating). Providing that assignment to a current student. (facilitation)
- Using a computer translator in a World Language class without the teacher's permission. (cheating)
- Obtaining information about the content of an exam, test, or quiz from a student who has already taken the exam/quiz. (cheating)
- Providing information about the content of an exam, test, or quiz to a student who has not yet taken the exam/quiz. (facilitation)
- Making up a source to use as a citation in an assignment. (falsification)
- Any academic integrity violation not listed.

CONSEQUENCES for VIOLATIONS

LEVEL 1 VIOLATION:

1ST OFFENSE:

- Parent/guardian notified and student fails assignment or
- Disciplinary referral to and conference with administrator or
- other discipline under the student code of conduct

2ND (OR SUBSEQUENT*) OFFENSES:

- Student fails assignment and
- Disciplinary referral to administrator for assignment to two day suspension or other discipline under the student code of conduct.

LEVEL 2 VIOLATION:

1ST OFFENSE:

- Student fails assignment and
- Disciplinary referral to administrator for assignment to or
- other discipline under the student code of conduct

2ND (OR SUBSEQUENT*) OFFENSES:

- Student fails assignment and
- Disciplinary referral to administrator for suspension from school or other discipline under the student code of conduct
- Offenses are cumulative throughout a student's career at Constitution High School

ADVISORY PERIOD:

Advisory is the first period of the day, starting at 7:50 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.

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

Course Name: Seminar (Advisory)

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

AFTER SCHOOL:

Students are to leave the building at dismissal time unless they are under the direct supervision of a staff member. Students may not leave the building and then return unless accompanied by a staff member.

BEHAVIOR & Code of Conduct:

Students at Constitution High School are expected to conduct themselves as they would at any place where there are many people at work. Generally, common sense, good manners, and respect for the property of others are all that is necessary. In cases of any violation of the rules, due process for all parties will be given and all provisions of the Student Bill of Rights will be met. Penalties have been designed to help students modify unacceptable or antisocial 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 Constitution's webpage and on the School District of Philadelphia's webpage.

BULLYING & CYBERBULLYING:

Bullying is characterized by the following three (3) criteria:

1. It is aggressive behavior or intentional harm doing.
2. It is carried out repeatedly over time.
3. It occurs within an interpersonal relationship where there is an imbalance of power.

Please review the School District of Philadelphia Board Policy below.

BOARD POLICY 249- BULLYING & CYBERBULLYING

BUILDING ENTRANCES AND EXITS:

Students enter through the 7th Street main entrance. **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 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 lobby between 7:30 and 7:45 and must be consumed in the lobby. No food or beverages are to be carried into the classrooms. Students must eat lunch in the Cafeteria/basement/lobby. The responsibility for maintaining a clean and orderly cafeteria/basement/lobby 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
- Use the restrooms other than those located the basement level

Please see the lunch contract below for more information!

CLASS CUTS:

Teachers are responsible for the students assigned to them. **A student is “cutting class” if he/she does not attend an assigned class and has not informed the teacher of the reason for the absence from class. Tardiness is not an excuse for missing the first period of the day; an unexcused lateness is a class cut.** Student attendance in individual classes is recorded each day by classroom teachers in their grade books and the Constitution High School computerized I.D. card system. This information is readily available to School Staff and parents/guardians. Failure to attend full class periods prevents the student from participating in classroom activities and assignments that are part of each Constitution High School course requirement. **Repetitive cutting may be considered illegal absence from school. Disciplinary action and truancy referrals will be enforced.**

CLASS ATTENDANCE:

The School District pacing schedules in subjects presume that all students are present in every class. Constitution 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. A formal punishment will be issued by the teacher. 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, lunch privileges and field trips for the remainder of the quarter and the entire following quarter.

CHROMEBOOK:

The School District of Philadelphia will loan/assign a Chromebook to every student who is currently enrolled at Constitution High School. Students will be expected to bring their District-issued Chromebooks daily including the first day of school. If a student has never been assigned a School District chromebook, Constitution High will loan/assign a Chromebook to the student. Each student Chromebook must be returned once a student is no longer enrolled at Constitution High School. Students must use chromebooks for educational purposes and must follow the computer/internet use policy.

COMMUNICATION:

Communication is a vital factor in the partnership between guardians and educators. Teachers and administrators call parents when celebrations are warranted and/or concerns arise, and

guardians are invited to call the school when they have questions. The school communicates formally with guardians in the following ways:

- School District of Philadelphia's webpage: www.philasd.org
- Constitution's webpage/communication system: <https://constitutionhs.philasd.org/>
- 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 and programming

To facilitate uninterrupted communication, guardians 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.

COMPUTER/INTERNET USE:

Students are expected to use computers at Constitution High School in a responsible manner. Downloading information and using it without citing the source is plagiarism. The Student Code of Conduct states that plagiarism by downloading information or copying of work from another will result in disciplinary action as well as loss of academic credit. A student using the computer for illegal or irresponsible purposes may result in disciplinary action or referral to the legal authorities.

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.

SDP ACCEPTABLE USE POLICY

CONTACT INFORMATION:

In August students receive new emergency contact forms for their guardians to complete. Guardians 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.)

COUNSELOR ASSIGNMENTS BY STUDENT LAST NAME:

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

Ms. Panetta (apanetta@philasd.org): 10th & 11th

Mr. Soloway (msoloway@philasd.org): 9th & 12th

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. 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.

DRESS CODE (bill signed into law 2008 by school government):

Defined: In the interest of maintaining the privilege of self-expression, some guidelines are necessary for the student body regarding dress code. Dress code can refer to anything on the body from head to toe including words and images. Constitution 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.

Plan:

Rule 1. Compliance with Dress Code: Students shall dress in accordance with the standards described below, which establishes the appropriate colors and styles of clothing the students are to wear. A student violates this rule if he or she:

- a. Fails to wear a collared shirt or polo; Constitution Shirt

- b. Fails to wear pants correctly at waist or hips;
- d. Exposes undergarments, wears spaghetti straps or see-through clothing;
- e. Wears stocking caps, doo-rags, bandanas or hats;
- f. Wears jeans with holes and/or scuffs;
- h. Wears flip-flops or sandals without backs;
- i. Wears anything on the body that can be construed as offensive language, offensive symbols, and/or sexual innuendo;
- j. Fails to wear the designated style of clothing.

Rule 2. Prohibit of Gang Colors and Symbols: Students shall not wear gang colors/symbols. A student violates this rule if he or she:

- a. Wears colors of a gang with the intent to show allegiance to the gang;
- b. Wears sports paraphernalia with the intent to show allegiance to a gang;
- c. Wears any article of clothing that contains a symbol of a gang.

Rule 3. The Principal may, in consultation with the school government and advisors, declare a “Red, White and Blue Day” whereupon all students will wear the school uniform per the Student Agenda book in the school’s colors of red, white and blue or alternative apparel deemed appropriate for the occasion. Examples of such designated days include, but are not limited to, Picture Day, Constitution Day, and school trips.

Rule 4. This Bill will become effective immediately upon passage by the House of Students, Faculty Senate and confirmed by the Principal.

Enforcement:

- 1) In the event a student arrives at school inappropriately attired, when and where available he/she will be given alternative apparel to wear for the school day.
- 2) If a student refuses to accept alternative apparel, guardians will be notified.
- 3) Extra privileges including off campus lunch could be revoked

EARLY DISMISSALS:

The Constitution 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 guardian no later than 8:30 on **the day before** the appointment;
- 2) The office staff or nurse will contact the guardian for verification;
- 3) The student will report to the office at the appropriate time to meet the **GUARDIAN** 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 Constitution Eligibility form).

ELECTRONIC DEVICE POLICY:

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

Cell phones may be used during transition time and lunch periods. Cell phones should be off/silent and secured during class time (including Advisory). Each classroom will have a secure location to secure devices during the class period. This includes earbuds which should not be worn during class time. Students must follow the instructions of the teacher.

Consequences

- 1st Violation - Confiscation for half of the day (returned at start of lunch or 3:00pm) and Parent Call/Email
- 2nd Violation - Confiscation for half of the day (returned at start of lunch or 3:00pm), Parent Call/Email, and Detention
- 3rd Violation and Up - Confiscation for half of the day (returned at start of lunch or 3:00pm), Parent Call/Email, Detention, Placed on Ineligibility List, and Parent/Guardian must sign a Behavioral Contract

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

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.

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 7th Street
- 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**: This procedure is followed in the event of an unsafe situation in the school building, such as an intruder. When the announcement "Lock-down" is made, all students and staff members are to immediately enter the nearest classroom or office after showing the Constitution High School I.D. card, and remain inside there until a safe condition has been declared by the Administration.

During **SHELTER-IN-PLACE**: This procedure is followed in response to a natural or man-made disaster. The students would remain in the building until it is deemed safe for their release. It is important for parents/guardians *not* to come to the school building in this type of emergency situation, since no one will be permitted to enter the building until clearance is given by the Philadelphia Police or Fire Department officials.

*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.

ENTRY SEARCH:

School District Policy #109.8 dictates, “Weapons are not permitted in Philadelphia Board of Education facilities. All persons entering this building or a program in this building may be required to submit to a metal detector scan, and a personal search if necessary, to ensure that weapons are not brought into this building. Bags and parcels also may be searched by means of metal detecting devices, by hand, or otherwise.” All persons entering Constitution High School must pass through the metal detectors and belongings may go through X-ray scans. Persons carrying weapons on School District of Philadelphia property are subject to arrest. (Please refer to PA State Law Act 26 on page Constitution High School of this document.)

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 Constitution, 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 who do not pass the Keystone Assessments will be given additional support and instruction to retake the exams prior to graduation. Students completing 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:

Guardians 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 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.

EXTRACURRICULAR ACTIVITIES:

It is highly recommended that students participate in activities beyond the academic classroom. These activities provide experiences that foster camaraderie, cooperation/collaboration with peers and adults, sportsmanship and leadership. These qualities are beneficial throughout life and also enhance a student’s resume for college, the military and work. The Constitution High School staff members provide a wide range of extracurricular activities for our students. Students may not participate in extracurricular activities if they are placed on academic or behavior probation.

FIELD TRIPS:

Constitution High School is fortunate to have partners who have provided us with the means to have field trips be an integral part of our academic program. **These are a privilege, not a right.** We will have many “in-city” trips. All school rules apply. It is imperative that students heed the directives of their chaperones in all aspects of the field trip. Remember, each of you is a reflection of Constitution High School. Constitution’s teachers frequently conduct field trips to enhance 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 guardians and teachers and submitted before the deadline. Teachers have the right to withhold permission for academic and disciplinary reasons. The Dean 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 lobby (before 7:50 AM) or during lunch hours in the cafeteria/basement/lobby **ONLY.**

Outside Food & Drink: Students are permitted to bring their own food and snacks with them at the start of the day. **No Glass Bottles Are Permitted.** Water is the only beverage allowed in the classroom (please bring your own water bottle to fill at the 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.

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

SDP MARKING GUIDELINES

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

Under Act 158, School District of Philadelphia high school students must fulfill three main criterias in order to graduate and be well prepared for beyond high school. These three requirements are:

1. **Earn 23.5 credits in key content area**
 - 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 IB course, an AP course, or a terminal CTE course. Schools or programs may predetermine specific subject area elective credits.*
2. Successfully complete a Multidisciplinary Project or a Service Learning Project
3. Meet the requirements for one of the five Pathways to Graduation defined by the Pennsylvania Department of Education.
 - Pathway One: Keystone Proficiency
 - Pathway Two: Keystone Composite
 - Pathway Three: Career & Technical Education Concentrator
 - Pathway Four: Alternative Assessment
 - Pathway Five: Evidence-Based Pathways

You can find a more detailed outline of the Pathways to Graduation [HERE](#).

GOOGLE CLASSROOM:

At Constitution High School, to provide effective and across the board accessible academic support, teachers use Google Classroom online tools to help students and teachers communicate, collaborate, organize and manage assignments. Students can access materials and assignments, view feedback, communicate with teachers, and turn in assignments for the teacher to grade.

You can access Google Classroom using [SDP-Parent_Student-Stepper-for-Google-Classroom.pdf](#)

GUEST TEACHERS:

Constitution 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 IMC, 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 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.

Transitions: Students have 3 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.

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

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](#)

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 guardians 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 and complete a medical permission form. 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 guardian. If the student must be sent home, a guardian or an adult named by the guardian 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 guardians and make the arrangements. Therefore, the school must have current and accurate emergency contact information including the home telephone number, the guardians' 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 guardian 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. The Health Room is the center for preventative screening, as well as general health care and emergency aid. A pass is required for all routine visits. The Health Room is located in Room 304. Please call Nurse Thompson at 2673030 before sending a student to the health room.

Homework & Study Skills:

At Constitution High School, homework is an important part of each student's instructional program. Homework is not always written work; studying is an important part of the high school curriculum. In connection with course curricula, homework is assigned and is counted as part of the grade for each course. Students can keep an accurate record of all assignments through google classroom. 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 and leave for lunch. 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. For safety reasons, all persons in the Constitution High School building must be easily identifiable. The I.D. the card is part of the student uniform. New students will be issued a photo I.D. card and lanyard at no cost. Replacement I.D. cards after one loss cost is \$1.00. One-day temporary I.D. slips and badges cost \$5.00. (Fees must be paid in order to be eligible for participation in special activities.)

LATENESS:

Students must be in their advisory class by 7:50AM. Students are expected to come to school on time unless they have a verifiable reason to be late. **Students who arrive after 7:50 AM are not attending their first class on time and will be considered as “cutting” that class.** Students who repeatedly arrive late will be subject to disciplinary action.

INTERIM REPORTS:

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

LOCKERS:

Lockers are the property of the School District of Philadelphia. **Each student is assigned an individual locker and lock.** Students are responsible to record their locker and lock information on the advisory Google Form. Students are responsible for the items stored in their assigned locker. Lockers are not to be used to store illegal items. Students should not leave valuables or money in lockers. The School District reserves the right to enter lockers at any time, without the permission of the pupil to whom the locker is assigned. Lockers are provided with this implied agreement. **STUDENTS ARE NOT PERMITTED TO SHARE LOCKERS.** 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 center is located in the Main Office. Students who find property lost by others are expected to bring the item to the office without delay.

MERIT/DEMERIT SYSTEM:

The purpose of Constitution High School Conduct Plan is to encourage appropriate behavior and curtail behavior counteractive to our mission of high academic standards, professionalism, and good citizenship that we value and want to achieve. This demerit system does not supersede the School District Of Philadelphia Code of Conduct. This demerit system has been established to assist the school community in making objective decisions regarding student behavior based on a points system. The Constitution High School demerit system is an additional classroom/school wide behavior intervention system.

1. Failure to follow Constitution High School behavior policy can result in demerits and other recommended School District of Philadelphia interventions.
2. The school has the authority to take corrective disciplinary action recommended by the School District of Philadelphia Student Code of Conduct against any behavior, whether covered specifically in this written code or not, which is found to be disruptive to the educational process of school.
3. Demerits / Merits
 - Any violation of the School District of Philadelphia Student Code of Conduct including lateness will result in the assignment of demerits.
 - Demerits are assigned on a 5 point-scale. A student may be assigned 5 or more demerits based on the Student Code of Conduct violation(s).
 - 15 demerits 30 minute restorative session
 - 25 demerits 60 minute restorative session
 - Each student will begin each marking period with 100 merits.
 - Students must maintain more than 65 merits each report-marking period to be in good standing.

What does it mean if a student has 65 or fewer merits?

The student has accumulated 35 or more demerits (violations points) in a marking period. The student is placed on disciplinary probation by administration. The probation period varies, but extends a minimum of 10 school days. During the probationary period, the student will lose lunch privileges and may not be allowed to participate in school activities and/or extracurricular activities including athletics during the probation period. This may include, but not limited to, school trips, proms, dances, and athletics.

How can students earn merits (good points)?

Students who are “Caught being a good citizen” may be awarded 5-30 merits for demonstrating active citizenship and leadership. School personnel award these merits.

Dean’s List

All students will begin with 100 merits.

- Distinguished Dean’s List –This list recognizes students who have NEVER had demerits and maintained 100 or more merits through an entire report-marking period.
- Dean’s List- This list recognizes students who have earned 10 or less demerits and maintained 90 or more merits through an entire report-marking period.

NATIONAL HONOR SOCIETY:

It is a prestigious honor to be a member of the National Honor Society. Consisting of students throughout the country, membership is granted only to those students selected by the Faculty Council in each school. As established by the National Chapter of the National Honor Society, Constitution High School’s local chapter emphasizes the standards of academics, leadership, service, and character in the selection process. No student is inducted simply because of a high academic average --- the National Honor Society strives to recognize the total student, one who excels in all four areas.

PARENT MEETINGS/CONFERENCES:

Parents are strongly urged to attend these conferences. They will be widely publicized. If questions or concerns arise at other times during the school year, parents may contact their child’s Counselor by calling the school for a conversation, or to set up an appointment to meet with teachers.

PARENT & FAMILY PORTAL:

The School District of Philadelphia’s Parent & Family Portal gives you access to valuable information about your student’s education.. You can access students grades, attendance, report cards, and more on the Parent and Family portal. Use the link <https://www.philasd.org/face/fr/parent-and-family-portal/> to sign up for the parent and family portal and learn more about the portal.

PARENT SUPPORT GROUP:

The Parent Support Group provides programs and informational sessions throughout the school year. They are an important link between the school and the home. Your membership in this organization is strongly encouraged and dues help support the efforts of our students.

PROGRESS REPORTS:

Progress reports are easily accessible via the Parent and Family Portal. Access can be gained on the School District website: philasd.org

Constitution High School Honor Roll Criteria

- CONSTITUTION SCHOLARS- All A's
- PRINCIPAL'S LIST- A's and B's
- HONORABLE MENTION- B average; no grade below a C

SCHOOL CLOSING FOR EMERGENCY:

When the weather conditions make it necessary to close schools, information is broadcast on radio and TV by 6:00 AM. Look for school closings on the School District website as well. Constitution High School is a Philadelphia Public School.

SEPTA STUDENT FARE CARD:

A reusable chipped card Fare Card (Key Card) will be distributed to eligible students. Eligibility requirements-students must be a resident of the City and live 1.5 miles or more from school. Hours of use are 5:30am to 8:00 pm for each designated school day. Student Fare Cards will not function on national holidays, weekends, and predetermined non-school days. As a student remains eligible and enrolled in the same school, the card can be utilized for the entire school year. Each student is expected to keep the card for the duration of their time enrolled at Constitution High School. Visit [SEPTA Student Fare Card FAQs](#) for additional fare card information. If your SEPTA Key card becomes lost, please complete this [SEPTAFORM](#)

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

STUDENTS EXPERIENCING HOMELESSNESS

The McKinney–Vento Homeless Assistance Act guarantees a free and appropriate public education for all children and youth experiencing homelessness. More information can be found [here](#).

STUDENT BILL OF RIGHTS

I. All students of Constitution High School are protected under the same laws and rights (under the United States Constitution) and are to be treated equally regardless of sex, age, disability, gender, sexual orientation, race, color, or creed.

II. In accordance with the U.S. Constitution, judicial opinions, and Congressional legislation, laws in the school shall not abridge a student's right to speech, press, petition, peaceful assembly, and protest.

III. The right of students at Constitution High School to be secured in their person, lockers, papers, and effects will not be violated unless there is reasonable cause.

IV. Students and Staff may appeal any Constitution High School policy so long as the policy does not contradict the policies of the School District of Philadelphia.

V. Transfer students who did not complete the Constitution course due to scheduling difficulties are still qualified to run for any position that requires the completion of the Constitution course. Candidates must pass a test on the Constitution given by a Constitution High social studies teacher in order to be eligible to campaign for elected office.

Making Constitution High School Government Work for You

Students and staff members are the most powerful voices in our school. CHS wants to see students and staff proactive regarding the issues in our school and voice opinions on how to create an even better educational experience. In particular, students have many avenues in which to voice their opinions and create change in our school. This section can be used as a guide for students to petition the government, create a bill, and petition the court.

A petition should contain the following and can be submitted to any government representative:

- name of organization or person presenting petition
- problem that needs addressing
- signatures of those whom support proposal

What should be included in a bill if I decide to write one?

Writing a Bill: Use the law making process if a new rule should be created or if an older rule needs amending. Bills must be typed and sponsored by a member of Congress (House of Students/Faculty Senate). Any member of our school community may write a bill however it must be introduced by a current member of Congress. Each bill must include the following:

- Name of bill
- Author of bill
- Why is the bill necessary?
- How will the bill address the problem described above?
- If necessary, how will the bill address those that break this new/ amended law?
- Does this bill need funding? If so, where will the funds come from?
- When should the bill go into effect if passed? Will it expire after a certain time period?

When should I and how can I petition the school court?

Constitution High School has a school court that contains faculty and student judges. Students and staff may petition this court if they are unable to resolve a conflict through other avenues. It is always best to resolve conflicts through mediation rather than using our court system. However, if all other avenues have been exhausted, then the court may be able to intervene. It is appropriate to petition our court when **a law is considered unconstitutional** or **when a law is being broken and other avenues to correct behavior have failed**. A complainant must fill out a court petition (Room401) and submit a grievance to a judge or government advisor. Petitions must discuss the incident and the rule that is being challenged or broken. Also, evidence must be included that supports the grievance. Finally, it is up to the discretion of the judges if the case shall be heard. Do not expect a case to be heard just because it was submitted.

TITLE: TRANSGENDER AND GENDER NON-CONFORMING STUDENTS

ADOPTED: JUNE 16, 2016

THE SCHOOL DISTRICT OF PHILADELPHIA

252 TRANSGENDER AND GENDER NON-CONFORMING STUDENTS

1. Purpose

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.

2. Authority

This policy is intended to facilitate compliance with other local and federal laws and School District of Philadelphia policies concerning bullying, harassment and discrimination.

Title IX

Title IX of the Education Amendments of 1972 (“Title IX”) specifically prohibits discrimination on the basis of sex in federally-funded education programs and activities. The United States Department of Education’s Office for Civil Rights has issued guidance recognizing that Title IX protects transgender students against discrimination based on their gender identity. Additionally, the U.S. Departments of Education and Justice have stated that under Title IX, “discrimination based on a person’s gender identity, a person’s transgender status, or a person’s nonconformity to sex stereotypes constitutes discrimination based on sex” and asserted a significant interest in ensuring that all students, including transgender students, have the opportunity to learn in an environment free of sex discrimination in public schools.

City of Philadelphia Bill No. 130224

City of Philadelphia Bill No. 130224 (April 2013) amends the Philadelphia Code to provide for equality of treatment of all persons in the City of Philadelphia regardless of gender identity or sexual orientation. Specifically, it provides for gender neutrality in certain City forms and online websites, access to public accommodations based upon an individual's gender identity, the right to dress consistently with one's gender identity, and the right of transgender individuals to request name and gender changes on pertinent records.

Policy 102

Policy 248

Policy 249

School District of Philadelphia Policy Section 102, Multiracial-Multicultural-Gender Education (August 2004), states that policy of the School District is to foster knowledge about and respect for those of all races, ethnic groups, social classes, genders, religions, disabilities, sexual orientations (perceived or known) and gender identities (perceived or known). School District of Philadelphia Policies 248 and 249 (September 2010) prohibit all forms of harassment and bullying by District students, and further prohibits reprisal or retaliation against individuals who report these acts or who are targets, witnesses and/or bystanders in order to provide a healthy, safe, positive learning environment for District students. The School District Student Code of Conduct (2015-2016) states that students shall have the right to dress in accordance with their stated gender identity and/or expression within the constraints of the school's dress code.

3. Definitions

“Sex assigned at birth” is the classification, either male or female, that a doctor assigns to an individual upon birth. This differs from biological sex, which encompasses sex traits both external and internal, including genitals, hormones, chromosomes, internal reproductive organs, etc.

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

“Cisgender” describes people whose gender identity is consistent with their sex assigned at birth.

“Transgender” describes people whose gender identity is different from their sex assigned at birth.

“Gender expression” refers to the way a person expresses gender to others through behavior, clothing, hairstyles, activities, voice or mannerisms.

“Gender nonconforming,” “gender variant,” and “gender queer” describe people whose gender expression and/or gender identity falls outside the traditional malefemale binary.

“Gender-neutral pronouns,” such as they/them/their (singular), are used by some transgender and gender non-conforming people.

“Social transition” refers to a change in any combination of the following: name, pronouns, gender identity, or gender expression. Social transition does not necessarily involve any legal name change or medical intervention and does not need to be certified by a doctor or therapist.

“Medical transition” refers to the use of puberty blockers, hormones, or surgery by a transgender or gender non-conforming person, designed to align their physical sex characteristics with their gender identity.

“Questioning” is the process of self-exploration and self-discovery about one's gender identity, often involving unlearning one's assigned gender and learning a new one. There is no timetable for this process.

4. Scope

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, and on school computers, networks, forums, and mailing lists. This policy applies to the entire school community, including educators, school and District staff, students, parents, and volunteers.

5. Guidance

Names/Pronouns

A student has the right to be addressed by a name and pronoun that corresponds to the student's gender identity. The name and pronouns with which the student identifies shall be used in all interactions between them and school staff and students as well as on written records including class rosters, report cards, letters from the school or School District, transfer forms, and photo ID. A court-ordered name or gender change is not required, nor is evidence of therapy or medical transition. The intentional or persistent refusal to respect a student's gender identity (for example, intentionally referring to the student by a name or pronoun that does not correspond to the student's gender identity) is a violation of this policy.

Privacy/Confidentiality

All persons, including students, have a right to privacy, and this includes the right to keep one's transgender identity private at school. Information about a student's transgender identity, legal name, or sex assigned at birth also may constitute confidential medical information. School personnel should not disclose information that may reveal a student's transgender identity or gender nonconformity to others, including parents and other school personnel, unless the student has authorized such disclosure. Transgender and gender nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information.

Gender-Segregated Activities

To the extent possible, schools should reduce or eliminate the practice of segregating students by gender. In situations where students are segregated by gender, students will be included in the group that corresponds to their gender identity. As a general matter, schools should evaluate all gender-based activities, rules, policies, and practices — including classroom activities, school ceremonies, and school photos — and maintain only those that have a clear and sound pedagogical purpose. Students shall be permitted to participate in any such activities or conform to any such rule, policy, or practice consistent with their gender identity.

Gender-neutral Language

To the extent possible, schools should use gender-neutral language in written communication with all students and families, regardless of student's gender identity. This included employing "they" (singular) instead of "he/she."

Restroom Access

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

Locker Room Access

Students shall have access to the locker room that corresponds to their gender identity. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable alternative changing area such as the use of a private area. Any alternative arrangement should be provided in a way that protects the student's ability to keep their transgender identity confidential.

Physical Education Classes & Intramural Sports

Transgender and gender nonconforming students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity.

Interscholastic Competitive Sports Teams

Participation in competitive athletic activities and contact sports will be resolved on a case-by-case basis.

Dress Codes

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

Training Requirement

All district personnel shall be trained regarding this policy.

Title IX

Curriculum

Continue to provide age appropriate comprehensive health education curriculum that includes the four domains of health including; physical, mental, emotional, and social.

Policy 248, Policy 249

Discrimination/Harassment

It is the responsibility of each school and the District to ensure that transgender and gender nonconforming students have a safe school environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Complaints alleging discrimination or harassment based on a person's actual or perceived transgender identity or gender nonconformity are to be handled in the same manner as other discrimination or harassment complaints.

Questions or Concerns

Please call the Office of Student Rights and Responsibilities.

To the Parent(s) of: _____ Grade: _____

Your child has earned the privilege of leaving the building during his or her scheduled lunchtime. Attached you will find the contract between Constitution High School, parents, and students regarding off-campus lunch privilege. Please discuss the information thoroughly with your child. Sign and return the entire document with your child.

Eligibility:

- 1. A SIGNED CONTRACT between school, parent, and student outlining parameters and expectations is mandated in order to attain off-campus lunch privileges.
- 2. Students must maintain 75 or more merits.
- 3. Students must earn 60% or above on each interim report and/or report card per quarter.
- 4. Students must be in good academic, attendance, and disciplinary standing.
- 5. Students must have his/her school identification daily.
- 6. Students adhere to the dress code policy.

Loss of Eligibility:

Students may become ineligible when they commit any of the following:

- 1. Failure to comply with rules outlined below
- 2. Return late from lunch (off campus)
- 3. Receive a total of 25 or more demerits for SDP Student Code infractions
- 4. Earn below 60% on each interim report and/or report card per quarter
- 5. Incur unpaid financial obligations
- 6. Violate dress code policy
- 7. Refuse to use assigned school ID to sign out (swipe) before leaving and sign in (swipe) upon returning
- 8. Leave the building during unassigned lunch period

Rules:

- 1. All students must show their lunch pass and school identification in order to leave the building.
- 2. **All students must use assigned school ID to sign out (swipe) before leaving and sign in (swipe) upon returning.**
- 3. Any food purchased Off Campus cannot be brought back into the school's classrooms, but can be eaten in the lobby or cafeteria if lunch period has not ended.
- 4. When the lunch period is over, food cannot be brought into classrooms.
- 5. Students' actions and behavior while outside of the building must reflect the behavior expectations in the Student Code of Conduct.
- 6. Students' are responsible for their behavior while outside of the building. If widespread abuse of this policy is evident, the Principal reserves the right to revoke the off campus lunch privileges of any and all students.
- 7. A student's behavior during off campus lunch is the RESPONSIBILITY OF THE STUDENT, AND THE STUDENT ALONE. The school CANNOT be held accountable for the student's actions, as is agreed in the contract signed by the student AND parent/guardian.
- 7. All students must follow all COVID health and safety guidelines.

Administrative Clause

- ★ *Administration reserves the right to revoke off-campus lunch privilege for academic, behavior, attendance, and health and safety concerns. While off campus, all students are expected to abide by the health and safety guidelines set forth by the CDC, School District of Philadelphia, and the City of Philadelphia. In general, the administration has the discretion to revoke this off-campus lunch contract at any time based on health and safety concerns and guidelines.*
- ★ *Failure to abide by all rules and guidelines will result in the loss of the student's off campus lunch privilege.*

Please provide your written consent giving your child permission to leave Constitution High School during scheduled lunchtime starting August 27, 2024 (10th, 11^h & 12th grades) and September 27, 2024 (9th grade). I understand that this privilege may be revoked at the discretion of administration. Please sign and return the entire document with your child.

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

Note: ___ Financial obligations (ineligible for lunch pass until obligations have been met)

BELL SCHEDULE



**Constitution High School
Bell Schedule 2024-2025**

Monday, Tuesday, Wednesday, Thursday & Friday		
Standard Day		
Period	Start	End
Adv	7:50 AM	8:00 AM
1	8:03 AM	9:03 AM
2	9:06 AM	10:06 AM
3	10:09 AM	11:09 AM
4	11:12 AM	12:12 AM
4 Lunch	11:12 AM	11:45 AM
5	11:48 AM	12:48 PM
5 Lunch	12:15 PM	12:48 PM
6	12:51 PM	1:51 PM
7	1:54 PM	2:54 PM

