

# *Student Handbook*

*G.W. Carver High School of Engineering and Science*

**2022-2023**



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## **MISSION STATEMENT**

Carver HSES is a small, magnet high school, striving to attract academically talented, college-bound students from diverse backgrounds. We seek students who have interests in the fields of science, mathematics, engineering, technology, and medicine. We are committed to providing a rigorous curriculum with focus in these areas enriched by related extracurricular opportunities. Our goals are to prepare our students with the academic and personal skills for collegiate success and to empower our students with the social and leadership skills to be lifelong learners and productive citizens.

## **OUR HISTORY**

In 1977, the School District of Philadelphia, among other large urban school districts, was required to realign its student population in order to achieve racial balance in all schools. A consortium of the School District of Philadelphia and five universities: Temple University, University of Pennsylvania, Widener University, Drexel University, and Villanova University was established to design a magnet school dedicated to teaching the principles of engineering and science. An additional incentive included having students rotate among the five universities taking engineering and science courses for college credit with tuition paid by a Federal grant.

In September 1979, the High School of Engineering and Science opened on the Temple University campus with a ninth grade class. It was soon apparent that the school was destined to grow in size and accomplishments. George Washington Carver School, adjacent to Temple at 17th and Norris Streets was identified as the site for our emerging school. In 1983, following “temporary renovations” to this recently vacated elementary school, HSES opened at our current location. In 2005, major building renovations began. In 2008, the school made noteworthy academic progress: Carver HSES was recognized as a National Blue Ribbon School of Excellence. When renovations concluded in 2009, new facilities included two engineering labs, an environmental science lab, a gymnasium and fitness center, library, student and staff cafeterias, a student success center and counseling suite, music and art suites, additional computer labs and major renovations to all classrooms. Along with enhanced facilities, we have enhanced our academic profile. In 2013, we received the Governor’s Award for Academic Excellence for achieving a rating in the top ten percent in the state; we were one of three Philadelphia schools to receive this distinction. In 2015, Carver HSES added a middle years program. In 2019, Carver HSES received a second National Blue Ribbon Award.

## Administration

Principal: Dr. Darryl Johnson Jr.

Assistant Principal: Ms. Elizabeth Curry

Grade Coordinators	Counselor Team	Climate
MS- Moore-Almond 9th- Doriean 10th- Giblin 11th- Swift 12th- Hogan	Neal Olmedo  Mr. Sanchez (STEP Team)	Easley Jordan Hassan Logan Rivera

## CARVER STAFF EMAIL DIRECTORY

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## BUILDING ENTRY

### Visitors/ Office Hours

ALL VISITORS are **required** to enter through the COURTYARD Entrance, follow security protocols and then **report to the Main Office. At the Security Area**, visitors should speak with staff, present a valid ID and sign in. Visitors will then report to the Main Office to obtain a visitors' pass, and wait while the person with whom the visitor wishes to meet is contacted by our office staff.

To ensure the safety of our school community, all visitors must enter through the main office and students through the student entrance. If a student enters or opens an exterior door for another person to allow building admittance for any reason, s/he may receive a disciplinary action.

Main Office Hours are Monday through Friday, 7:30 am - 3:30 pm

## Student Entry

- Intake
  - Students will line up at the student entry door. Wait their turn in the order that they arrive to enter the building.
- Scanning
  - All students are required to **present their student ID cards** upon entering the building. The student entrance is located off the courtyard and faces Berks Street, next to the cafeteria.
- ID Cards
  - Students must have school identification at all times in school, at all school activities, and **present the ID card upon request by any school staff**. One photo ID will be issued. The ID card is required to enter and leave the building and to receive a School District transpass. Students who forget their ID card on any given day must sign in at the entry point. It is imperative to report the loss of an I.D. card to the office. The replacement cost for a new I.D. is \$5.00; students should see Ms. Logan. At the beginning of each marking period, students will be issued and charged for a new ID if they do not have one. The ID card will no longer be valid once a student has graduated or been dropped from roll.
- Lockers
  - Middle School lockers: Each middle school student will be assigned a locker and will be provided with a combination lock. Locks must be returned in June. The replacement cost is \$5.00
  - High School lockers: Each high school student will be assigned a locker. It is the responsibility of each high school student to bring a lock for the locker. If you don't have a lock, you can purchase one from Ms. Hogan for \$5 in Room 209.
  - All Student lockers:  
Please be mindful of the following:
    1. Lockers are the property of the School District of Philadelphia; they are not the student's personal property.
    2. Your assigned locker must be locked.
    3. Never give your combination to anyone.
    4. Sharing lockers is prohibited.
    5. All items inside your locker are your responsibility. The school is not responsible for valuables left in the locker.

- 6. If school officials need to open a school locker, the student will be asked to remove the lock or the lock may be cut off. If a lock is cut off, it is the student's responsibility to replace the lock.
  - 7. Report all locker problems to Ms. Hogan immediately.
- Gym lockers: Gym lockers are available for use while the student is in the gym. The student must supply his/her **own** lock to be used during his/her gym period **only**. If a student's lock remains on the gym locker beyond the assigned gym period, it will be removed.

**Regular Bell Schedule**

Advisory	7:45 - 8:01
1	8:05 - 8:52
2	8:56 - 9:43
3	9:47 - 10:34
4	10:38 - 11:25
5	11:29 - 12:16
6	12:20 - 1:07
7	1:11 - 1:58
8	2:02 - 2:49

**ATTENDANCE**

**Student Attendance**

Students are expected to be present and arrive promptly to school every day when the school day. All students are expected to be present and seated in advisory. Success at Carver HSES requires consistent attendance and proper preparation.

Students who are absent must bring a note from their parents or guardians on the day they return to school and submit it to the **MAIN OFFICE**. If a student fails to bring a parental note within 72 hours (per School District of Philadelphia policy 204), the

absence will be coded as an unexcused. Unexcused absences will cause the student to be referred for interventions and the parent/guardian may be subject to a summons for truancy court.

## **Lateness to School**

- All students are required to enter school prior to the first bell at 7:45 A.M. A student coming in after 7:45 A.M. is late and must obtain a late pass. Lateness without written documentation will be excused only if there is a verified delay with SEPTA or parent communications.
- A student arriving at 2nd period or after, will receive a call to their parent/ guardian to notify them. If the student does not have a note, the classes they missed are marked cut.
- If a student has an unavoidable early-morning appointment, written verification is required for the lateness to be excused. When lateness is excused, it is the student's responsibility to provide an "excused" lateness pass to the main office.
- Students with accumulated unexcused lateness(7) may be subject to further disciplinary consequences, ineligibility for extra-curricular activities and programs, and/or parental conference with an administrator.

## **Advisory**

All students must report to advisory promptly and remain in the advisory room throughout the advisory period.

## **Lateness to Class**

Students are to report to class ready to work within four minutes after the bell has rung ending the previous class. The teacher will handle non-chronic lateness to class. Chronic lateness will result in a disciplinary referral. If the number of unexcused latenesses to a class exceeds seven (7), the student will receive "an excessive lateness" negative comment on their report card.

## **Early Dismissal Requests**

Only when no other alternative is possible should requests be made for students to leave school earlier than the end of the school day. There is an early dismissal request form that must be completed by a parent/guardian. It is available in the main office and on the school's website.

This **written notification** must be delivered to the main office prior to advisory. **Carver HSES staff will then call to verify the early dismissal.** Students who forge an early dismissal note will receive a disciplinary "ineligibility mark".. The parent or



guardian of record should report to the Main Office, with identification, to sign the Early Dismissal log. Requests for a student's early dismissal on an emergency basis can be honored, but administrative verification is always required

## **EARLY RELEASE PROCEDURES FOR SCHOOL DISTRICT OF PHILADELPHIA STUDENTS**

**EFFECTIVE DATE: SEPTEMBER 9, 2013**

**REVISED DATE: OCTOBER 13, 2017**

### **I. Protocols**

- A.** Only the principal or the principal's designee may grant the early release of students during the school day. The principal and designee must be fully informed regarding procedure and process.
  
- B.** All of the following procedures apply to all of the students in the building, including pre-kindergarten students.
  
- C.** Under no circumstance may a pre-kindergarten through 12th grade pupil be released to an adult who is not properly identified. In addition to obtaining valid identification from the individual who is picking up the student, school-based staff must also check the student's pocket/record to determine if the child's parent or legal guardian has approved or denied the individual's access to the student. Please enter all court orders into the SIS. Please also check the SIS to see if there are any current legal alerts. If there are any Judicial orders in the student's record/pocket and there are any concerns about those orders please call the Office of Student Rights and Responsibilities at [215-400-4830](tel:215-400-4830).
  
- D.** Valid identification must include the photograph and signature of the individual picking up the student. A government issued ID is preferred.
  
- E.** The release must take place in the school office and not in any other location in the school. Students may not be released from the nurse's office. Under no circumstance are non-school staff to be wandering unaccompanied in the school building.
  
- F.** Visitation by parents/guardians that do not have an educational purpose will not be permitted.
  
- G.** If there is not an emergency situation, those individuals listed on the emergency pickup card cannot remove the child from school without the parent/guardian's approval.

**H.** When a written request is received by the parent/guardian to release any student to someone other than the guardian, the authenticity of the request must be established. Telephone requests must be carefully screened. Parents/guardians should be advised that approval of release of their child to another adult, based on written or telephone requests, may be refused.

For all students released early, the following information must be recorded in the school office:

1. Date
2. Pupil's name
3. Room Number
4. Time of dismissal
5. Adult's name (printed and signed)
6. Relationship to student
7. Type of identification used
8. Staff initials
9. If age-appropriate, student initials

**I.** All of the above procedures must also be followed when the school day has officially ended and there are remaining students who are being picked up late.

**J.** When confirming an identification, all adults who are picking up students must remove their headwear, including but not limited to burqa, chadar, boshiya, niqab, or hats. All staff should be culturally sensitive in asking adults to remove these items and this activity should take place if at all possible in a private area and by the same gender.

**K.** All students, including pre-kindergarten and kindergarten students, must enter through the main door.

**L.** During the school day, parents/guardians may not come into the schoolyard during recess without the expressed approval of the school principal. Students may not, under any circumstance, be dismissed early from the schoolyard. All early dismissals must occur in the main office.

**M.** All schools must establish and communicate a protocol whereby visitors are permitted into the building, (by Aiphone or another method). All visitors must be carefully monitored when entering a school building to ensure each travels directly from the entrance to the school's main office.

- N. All staff must wear their School District of Philadelphia identification badges, at all times, in part to distinguish staff from visitors.
- O. Emancipated minors with a court order may be released without an accompanying adult.
- P. Students 18 years of age or older, who live independently without a guardian, may be released without an accompanying adult.
- Q. All emergency contact information must be entered into the SIS. Please contact the SDP help desk for assistance.

## **II. Circumstances That Warrant an Early Release of a Pupil to be Granted**

### **A. Medical and Dental Appointments**

1. Dismissal of students for medical or dental appointments may be permitted only for emergency purposes. A note from a physician or a dentist should certify the emergency (need not be submitted in advance).
2. The School Handbook distributed to parents at the beginning of the school year must inform parents that medical and dental appointments should be scheduled during non-school hours. This policy should be reiterated during the school year, as needed.
3. If a student is released for emergency medical or dental treatment, the date, time of the release and time of return must be on file in the school office

### **B. Illness or Injury**

1. A parent or other responsible adult must be contacted to come to the school when a student's illness or injury requires immediate notification.
2. The parent, guardian, or other designated adult representative of the family who comes to school must report to the office and provide valid identification, checked against school records, before the student is released

### **C. Suspensions**

1. Students are to remain in the building until the close of the school day unless released to the parent, guardian or other responsible adult. The identification of the adult must be verified in accordance with this procedure.

### **D. Hearings**

1. When a student or parent presents a summons from Juvenile Court, the principal must dismiss the student in accordance with this procedure

# Truancy

## What is truancy?

**Truant**- The law defines **truant** as a child subject to compulsory school laws who has three or more school days of unexcused absence during the current school year (Public School Code of 1949 Section 1326, amended by Act 138 of 2016). A parent must provide the school with an absence note within 3 days of the student's unexcused absence. If the absence note is received after the 3rd day, it is up to the principal / vice principal to determine if the note will be accepted.

**Excused Absence**- An absence from school which is permitted under Section 1329.

**Three Day Illegal Notice**- (Formerly C-31 - Official Notice Of Child's Third Illegal Absence) This notice is to be sent out to the parent / guardian to make them aware that the student has missed 3 days of (consecutive / non consecutive) of school.

**Habitually Truant**- 6 or more school days of unexcused absences during the current school year. These 6 days do not need to be consecutive. The 1st notice of truancy is provided to the parent/guardian after the 3rd unexcused absence.

## Truancy Prevention Measures

<b>Tier 1</b> <b>Student Lateness 1-3 Days</b>
Conduct a wellness check, a discussion with student to identify barriers and provide supports. (Climate Team/ Teacher)
<b>Tier 2</b> <b>Student Lateness 4-6 Days</b>
Conduct a second discussion with the student to identify barriers and modify supports. Contact parent/guardian to inform of lateness, identify barriers and formulate a plan of success. Inform parent of students current attendance, grades and truancy process. (Ms. Pat/STEP- Mr. Sanchez- document contact in SIS.)
<b>Tier 3</b>

**Student Lateness 7-9 Days**

Contact parent / guardian to schedule a lateness prevention meeting or conduct a home visit to identify needed supports.

**Student receives a Demerit**  
(Admin/STEP Team- document contact in SIS.)

**Truancy Process Continued:**

**Tier 1  
Unexcused Absence 1-2 Days**

SDP will notify the parent/guardian via telephone and/or e-mail to inform of student's absence and identify if excused or unexcused absence. (SDP)

**Tier 2  
Unexcused Absences 3-8 Days**

(Ms. Bryant) will contact parent/guardian via telephone and/or e-mail to inform of student's absence and identify if excused or unexcused absence.

(Ms. Bryant) will provide the family with the 3 Day Legal Notice.- Must be documented in SIS.

\*Completion of *Truancy Elimination Plan (TEP)/School Attendance Improvement Plan (SAIP)- if needed.* (STEP Team/ Ms. Pat)

- \* Identify resources and supports needed for the family.
- \* Progress Monitor weekly (Ms. Pat reviews attendance after a 3 day letter- at 5 days- updates sent to Mr. Sanchez).
- \* Identify if the student is EL and reach out to ESL Coordinator.
- \* Review the student's IEP/ 504 plans with a Learning Support Specialist, if applicable.

**Tier 3  
Unexcused Absence Day 9 +**

- \* **Student receives a demerit.** (Mr. Rivera)
- \* Documentation is reviewed (MTSS Champion).
- \* If referral was made to DHS contact DHS to assess progress made with locating student and/or services provided to the family. (STEP/ Counselors)
- \* Truancy Intervention Checklist is reviewed and signed with the principal's approval. (Counselors)
- \* Complete referral to Truancy Court. (Counselors)

- \* Home Visit (if applicable). (STEP/ Counselor)
- \* Truancy referral is submitted to the School District of Philadelphia's Office of Attendance and Truancy by the 25th of every month. (Counselors)

**Students Return From Truancy Court/ Previous Attendance Concerns (9+)**

- \* Previous attendance concerns- (who?) conducts wellness conversation- check in. (STEP Team)
- \* Review, copy the Truancy Court Order, place a copy in the student's file in the main office and MTSS document.
- \* Contact the family to schedule an in-school restoration meeting to identify plan for success.
- \* Monitor attendance and provide a daily report form, if applicable
- \* Support family in making any necessary referrals for services.

Building and classroom attendance will be taken daily at Carver Engineering and Science High School. If a student leaves or misses school for any reason after attendance has been recorded the student will be documented, according to the below codes.

## HEALTH SERVICES

### School-Wide Practices and Procedures for Covid-19

*The CDC (Center for Disease Control Prevention) recommends universal indoor masking for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status. Children should return to full-time in-person learning in the fall with layered prevention strategies in place.*

#### **Personal Illness**

All individuals who are sick are expected to stay home, and any student, staff member, or approved visitor who is confirmed sick by the nurse while in the school building will be sent home immediately. *In addition to staying home we encourage families to have students tested as soon as possible and to report any positive cases so that the school may quickly communicate guidance to the school community.*

#### **Symptoms Suggestive of COVID-19 Illness**

- Fever of 100.4°F or greater
- Muscle or body aches

- Headache
- Sore throat
- Congestion or runny nose
- Fatigue
- Nausea or vomiting
- Diarrhea
- New or persistent cough
- New loss of taste or smell
- Shortness of breath or difficulty breathing

### **On Site Health Support**

Health Services are provided by a School Nurse in the Health Suite in room 126. Our goal is to help students learn healthy habits to promote a healthy lifestyle. Students are encouraged to learn about good health and assume responsibility for maintaining a healthy body and a healthy lifestyle. If urgent medical assistance is needed and the nurse is not available, the student should see an administrator.

#### **1. Physical and Dental Exams are required for all ninth grade students or students new to the School District of Philadelphia.**

Students who did not turn this information upon school entrance must still submit this record. This is a Pennsylvania Law; all Philadelphia Public Schools must remain in compliance with health regulations. Parents may contact the school nurse for assistance with obtaining physical or dental exams, paying for a student's glasses, braces or medical care. Please ask the school nurse about the Public School Health Fund or forms for the state supported CHIP program.

**2. Medications** are not routinely administered in the Health Suite. If a child must take medication on a continuing basis, contact the school nurse for information on School District policies. Students are not routinely permitted to bring medication to school for self-administration. See the nurse for **“Request for Administration of Medication Form (Med-1)” to be filled out by a physician for the student to have medication while in school.** This includes medication for asthma, cardiac problems, diabetic problems, allergies, etc.

#### **3. Immunizations are required by Pennsylvania State Laws**

All students must be completely immunized. Parents can obtain a list from their own doctor or the school nurse. A child will be excluded from school if he/she is not immunized. A child may be exempted for religious, moral and ethical reasons, however a written document is required. Minimum immunization includes:

1. Three doses of Polio vaccine.
2. Three doses of DPT or DT (DIPHTHERIA, PERTUSSIS, TETANUS) or (DIPHTHERIA, TETANUS).
3. Two doses of Measles (Hard or Red Measles) Immunization given after fifteen months of age.
4. One dose of Rubella (German Measles) Immunization given after one year of age.
5. One dose of Mumps Immunization given after one year of age.
6. Three doses of Hepatitis for 9<sup>th</sup> graders.

**4. Screening tests** are offered to all students according to state guidelines. These screenings include: vision, hearing and growth. A form for the physician will be sent home and should be filled out with the physician's signature and return to the school nurse.

**5. Medical illness** as a reason for absence from school must be verified. A student absent from school for three days or longer must have a note from the doctor. The note must be promptly submitted to the school nurse and homeroom advisor. If a student becomes too ill to remain in school, the parent or guardian will be contacted by phone. The parent or guardian is responsible for making arrangements for the ill student to come home. The student may not leave school without the verified permission of a parent or guardian. In case of an emergency situation, the parent will be contacted as soon as possible by phone. The student will be transported via the 911 emergency rescue squad to the nearest hospital. The parent must then meet the student in the hospital emergency room.

#### **6. Medically Excused from Gym**

A student with a health problem that requires restriction or reduction in gym activities, must obtain a form MEH-23 from the school nurse. This form should be taken to the doctor who is making the request and his/her signature is required. A note to return back to full activity in school will also be needed upon the conclusion of gym restrictions.

#### **Emergency Contact Information**

It is imperative that this school has on record current emergency contact telephone numbers for each student. Emergency contact forms are distributed every year, and Carver HSES requires families to maintain up-to-date information. Students will not be released to a person on the emergency contact list. This is a safety matter in case of sudden illness or any unusual situation that may arise.

If a student moves and/or changes phone numbers, the parent/guardian must provide proper documentation to the main office with the new information immediately.



## ACADEMICS

### **Instruction**

Because of both the high academic standards of Carver HSES and the selective nature of our student population, every pupil is expected to perform at his/her maximum potential. We are proud of the rigorous instruction our faculty provides for Carver students. Students are offered a diverse curriculum with particular emphasis on sciences, technology, engineering, and mathematics.

### **Test Days (Revision)**

Due to the nature of our course curriculum and content, Carver HSES will not run “test days” this time. Teachers will provide students with test dates at least a week in advance so that students may communicate any testing conflicts that may arise with the teacher.

### **Google Classroom**

Teachers use Google Classroom to post announcements and collect assignments. All students can access Google Classroom through the SDP login. Parents are encouraged to ask students to review their Google Classroom on an on-going basis.

### **Online Gradebooks**

Every teacher in the school utilizes an online gradebook. The gradebook is accessible to students and parents through the School District of Philadelphia login portal. This can be found at – [www.philasd.org/login/](http://www.philasd.org/login/) We recommend that parents review grades on a weekly basis with their child.

### **Class Preparation**

Students are expected to come to school and attend each class prepared with the essential books and materials that will enable them to fully participate in class activities. All students are expected to have a TI-84 graphing calculator. Individual teachers will identify the class supplies.

## Course Selection

All students at Carver HSES select their classes in grades 10-12. Students are encouraged to select courses that are rigorous, based on their interests and will prepare them for a future career. The process begins in January with multiple opportunities for parent input. A full coursebook is on the school's website.

## Graduation Requirements

At Carver HSES most students graduate with more than the minimum required credit and take more demanding courses. As our school name indicates, we place a special emphasis on science and mathematics. Our intent is to provide our graduates with the knowledge to be successfully competitive with their peers from across the country.

## Credits Requirements

Over the course of four years a minimum of 23.5 credits, in the designated content areas, must be earned for graduation:

- a. Four credits (4.0) in English
- b. Four credits (4.0) in Social Studies
- c. Four credits (4.0) in Mathematics
- d. Four credits (4.0) in Lab Science
- e. Two credits (2.0) in World Language
- f. Two credits (2.0) in Arts/Humanities
- g. One credit (1.0) in Physical Education
- h. One-half credit (.5) in Health
- i. Two credits (2.0) in Electives
- j. A Multidisciplinary Research or Service Learning Project

As part of the required credits listed, all Carver HSES students are expected to take an initial survey course in Scientific Research and Computer Science. Also, Carver HSES offers AP courses in all major subjects which fulfill the designated content area credits as listed above.

In the instance a student does not pass a required class for graduation, students should contact the counselor for options to recover the credit. **Carver HSES will not accept more than 6 credits towards graduation requirements.**

Class dues are required for participation in graduation events and for a senior yearbook. To avoid a senior year burden, dues are collected at a prorated amount each year. Students may earn some or all of this amount by participating in school-sponsored fund-raising programs. Class Sponsors provide information about these fund-raisers in assemblies.

## CURRICULUM

### ACADEMIC PATHWAYS

Pathway	Required Courses	Recommended Related Courses
Bio-Medical	<ul style="list-style-type: none"> <li>● Anatomy</li> <li>● AP Biology</li> <li>● Biotechnology</li> </ul>	<ul style="list-style-type: none"> <li>● Science Research</li> <li>● AP Statistics</li> </ul>
Computer Science	<ul style="list-style-type: none"> <li>● Comp Sci I</li> <li>● Honors Java</li> <li>● AP Computer Science w/Discrete Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>● Robotics</li> </ul>
Engineering	<ul style="list-style-type: none"> <li>● Introduction to Engineering</li> <li>● Principles of Engineering</li> <li>● Digital Electronics</li> <li>● Civil Engin. &amp; Architecture</li> <li>● Engineering Capstone</li> </ul>	<ul style="list-style-type: none"> <li>● Calculus or AP Calculus</li> <li>● Robotics</li> <li>● Computer Science I</li> <li>● Honors Java</li> <li>● AP Computer Science w/Discrete Mathematics</li> </ul>

### BIOMEDICAL PROGRAM

Our biomedical program prepares students who are considering a college major and career in medicine, nursing, allied biomedical sciences, biotechnology and engineering. Our courses and projects include scholarly research, original investigations, and interactive partnerships with laboratories and departments of local universities. They also participate in science fairs, summer programs, scientific presentations at local universities and other activities.

### ENGINEERING PROGRAM

Our engineering program is designed for students who are considering a college major and career in engineering or engineering technology. Our courses offer activity, project, and problem-based learning as a supplement to core academics of mathematics, science and language arts. As a Project Lead the Way school, students will have the opportunity to earn college credit for

engineering courses taught by our faculty. Engineering students are expected to participate in extra-curricular design competitions such as ACE Mentoring, Sea Perch and the Technology Student Association.

### **DUAL ENROLLMENT**

Dual enrollment offers juniors and seniors the opportunity to experience the rigors of college course while still in high school. Previously, the School District paid the tuition fee. Some opportunities may still be available through special programs.

### **INTENSIFIED (Double) MATH OPTION**

This option is available for students with demonstrated, advanced skills in mathematics. Completing required, foundation courses sooner makes roster room for AP classes in Statistics and Calculus, and College Courses in Math. A minimum grade of B in the preceding course, and a recommendation from the teacher with departmental and administrative approval are required.

### **ADVANCED PLACEMENT COURSES**

Our students have the opportunity to take **Advanced Placement** courses in every major curricular area; a minimum grade of B in the preceding course, and departmental and administrative approval are often required. We offer 18 AP courses.

AP English Literature	AP Biology	AP Calculus AB
AP Microecon.	AP Chemistry	AP Calculus BC
AP World History	AP Physics	AP Statistics
AP Government	AP Env. Science	AP Computer Science
AP US History	AP Psychology	AP Seminar
AP Comp Sci. Prin.	AP Chinese	AP Research

### **Academic Integrity**

**The Mandate of Academic integrity is viewed very seriously at Carver HSES. Any student found guilty of plagiarism, i.e., misrepresenting another's work as his/her own, whether through other persons or the Internet, will receive a "0" for the assignment, a negative behavior comment for the marking period, have his/her parents notified, and will be subject to disciplinary action as per the School District's Code of Conduct. All teachers are expected to uniformly and consistently apply this policy.**

## **NATIONAL HONOR SOCIETY**

Selection Criteria: To be eligible for membership in the HSES Chapter of the National Honor Society, a student must have a minimum cumulative GPA of 3.3 or an average of 88. The average is computed for all majors using the unweighted values. The student may not have failures in any subjects. The average is calculated in the middle of the induction year using the final average for the previous year(s) and the second report averages of the current year. A student may be inducted in either the 10th, 11th, or 12th grades. In addition to the above academic criteria, NHS students must provide documentation which supports their participation in both school and community service. All NHS candidates must also consistently exhibit outstanding leadership qualities. If a student's average falls below the standard, he/she is allowed one marking period to bring it up. Once a student is dropped, he/she may not be readmitted.

## **HONOR ROLL**

To honor and recognize the on-going scholarly achievement of our students, Carver HSES awards two levels of Honor Roll every quarter. Students will receive a certificate and a special ceremony to acknowledge their achievement. *Distinguished Honor Roll* is achieved with an A in every subject and no strikes. *Meritorious Honor Roll* is achieved with all As or Bs in every subject and no strikes. Report cards are stamped each quarter to indicate if a student has earned honor roll.

## **INTERIM REPORTS**

In addition to quarterly report cards, Carver HSES provides Interim Reports for all students four times during the year. The purpose of the Interim Report is to advise parents of the status of their child's academic performance midway through each report period. Signed Interim Reports are to be returned to the student's advisor within three days of issue.

## **ACADEMIC PROBATION**

Students who are failing two (2) or more major subjects at any report period will be considered to be on "Academic Probation." This indicates that special attention and supports are needed. Parents and/or the student him/herself should contact the Counselor for assistance. Parents should speak with their child's teachers on an individual basis. Please call or email teachers to arrange appointments in advance so as not to interfere with the teacher's regular teaching schedule. This permits the teacher and parent to focus on the needs of the particular student. Should this probationary status persist, a transfer must be considered. Report cards are stamped each quarter to indicate if a student is placed on academic probation.

## **ACADEMIC SUPPORT**

### **Guidance Counselors**

A counseling staff is available to help students derive maximum benefit from their high school experience. Through group and individual conferences, students are aided in making the decisions needed in educational and career planning. Based upon the student's interests and aspirations, and in cooperation with parents, we endeavor to select appropriate subjects and goals.

In college planning, students work intensely with the counseling staff for assistance with school selection, application procedures and financial aid planning.

In addition to educational and career guidance, counselors assist individual students with school related or personal concerns. The counselors provide help for students that is personal, confidential, and available to every student.

### **HOMEWORK ZONE & TUTORING**

Monday through Thursday in the IMC, there are at least three certified teachers to provide additional instruction for students who need it. Students are also able to access computers in the IMC, if they are not available at home. Tutoring is available for any student who needs it. Tutoring may be individual or in small groups, during lunch periods, before or after school. Tutoring may be provided by a Carver HSES teacher, by another student under the supervision of a teacher, or by University personnel.

Peer tutoring is also available from members of the National Honor Society. Students should not wait until a failure is imminent before seeking help.

## **ATHLETICS/ EXTRACURRICULAR ACTIVITIES**

Students must qualify under The Carver HSES Ineligibility Rule (“three Strikes”) in order to participate in sports and extracurricular activities. Students must also maintain academic and behavioral standards. All athletic teams also follow all regulations and eligibility policies as laid out by the PIAA.

Students on athletic teams are held to increased behavioral expectations as they represent our school outside the building. As such, **any** instances of fighting or level II behavioral infractions will lead to immediate dismissal from the team.

As per PIAA regulations, students must scan in the building prior to 12:00PM to participate in any PIAA sanctioned games or events on that day.

In addition, the school district requires a sports physical exam before a student may participate in extracurricular athletics. The forms for these physicals may be obtained from the coach or Athletic Director. Students may not participate without a current physical on file. For the current school year, the physical must be dated after June 1 of the preceding school year.

As a non-violent school, Carver HSES strictly prohibits all forms of hazing. Hazing is defined as words or actions that are intended to demean or intimidate another student when it comes to participation in athletic or extra-curricular events. All students are to immediately report any instances of hazing for the administration to investigate. Upon discovering involvement, students will face immediate dismissal from the team and face further disciplinary consequences at the school, possibly including a recommendation for transfer.

## **STUDENT CODE OF CONDUCT**

### **Code of Conduct**

The School District of Philadelphia and the Board of Education have adopted this Code of Student Conduct in order to inform students, parents, and school personnel of the behavior that is expected from all students to ensure a safe and focused learning environment. The School District expects each student to work to the best of his/her ability and to cooperate with other students and school staff in maintaining a safe, healthy and orderly learning environment. A proper learning environment must be free from disruptive, threatening or dangerous behavior that interferes with the challenges of high standards in teaching and learning. These rules are intended to promote self-respect, respect for others and respect for property. The School District's Code of Student Conduct has specified these rules to promote safety, order and responsible conduct in all school related activities.

### **TOLERANCE POLICY**

Carver HSES is a safe and inclusive space for all students to learn. First and foremost, Carver HSES aims to provide a healthy, safe, and positive learning environment for all students. In alignment with School District of Philadelphia policies, **Carver HSES prohibits all forms of harassment and bullying based on race, gender, religion, ethnic group, sexual orientation, gender identity, or disability.**

## **CUTTING CLASS**

Students are expected to be present and on time for every class. Student attendance is a safety matter, and Carver HSES faculty will take initial disciplinary action by contacting the parent and other consequences that they lay out in their syllabus. Cutting class is defined as (1) unauthorized absence from school; (2) present in school, but not present in class; (3) extended absence from class without permission; (4) failure to attend an assigned detention. Cutting class will result in a zero for all classwork and assessments during that period, and for 7 class cuts total, a demerit in behavior for the marking period. If the number of cuts exceeds three (3), the student's parent will be called to the school for a conference. If cutting continues, further disciplinary action will be taken.

If a teacher is planning a special function where students will miss classes for a full day or part of a day, a proposed list of student participants is established in advance. Absence for approved participation in a special event is excused.

## **DRESS CODE/UNIFORM MANDATE**

The School District of Philadelphia adopted a mandatory school uniform policy for all students in grades K-12.

To promote school spirit and maintain a safe and professional learning environment, the Carver HSES uniform policy is:

1. An unaltered shirt, hoodie, or jacket with the school name/logo must be the top layer.
2. Pants, shorts, or skirts must be black, blue, or tan. *-no blue jeans*
3. Skirts or shorts must be no more than 2" above the knee. Shirts must end at the waist.
4. Clothing may not have holes or be ripped.
5. Undergarments should not be visible.
6. Head coverings, such hats, hoods, or scarves, are not permitted to be worn inside the school, unless for religious purposes.
7. Religious attire will NOT be banned or restricted; however, students must still wear uniforms with the school name/logo **over** the attire.
8. The gym uniform may not be worn in place of the uniform.

Unless otherwise directed, Fridays will be uniform optional days. Students must maintain appropriate attire, defined as rules 3-6, listed above. Any clothing that is disruptive to the educational process or that interferes with the safety of students is prohibited.



If a student is out of uniform, their ID is collected and a detention is issued by the Dean. ID's will be returned the following day at intake.

Students purchase the shirts at the school. The cost for the regular uniform shirt is \$10.00. Required only if gym is rostered, gym shirts are \$10.00, and gym shorts are \$15.00. Throughout the year, other programs also sell school apparel, which can be worn as a uniform. If you are experiencing hardship, please contact Ms. Curry ([ecurry@philasd.org](mailto:ecurry@philasd.org)) for further information on acquiring a uniform.

### **CELL PHONES & OTHER ELECTRONIC DEVICES (Air Pods)**

Students are expected to have all of their electronic devices, including cell phones, headphones, iPads, etc, secured. Carver HSES is not responsible for damaged, misplaced or stolen devices. Cellphones, airpods, and any other electronic devices are not permitted in the classrooms unless it is authorized by a staff member. Teachers will have electronic device policies posted in classrooms. Chronic classroom disruptions due to electronic devices may lead to an ineligibility mark.

If devices are used for inappropriate use, such as use in the classroom without teacher permission, ignoring redirection, etc, the student will receive an after school detention. If a student refuses to relinquish the device, the student will receive an ineligibility mark.. If the issue becomes a chronic problem, Carver HSES reserves the right to secure the device until the end of the school year. Carver HSES policies are in accordance with SDP Policy No. 237.

## **COMMUNICATION**

### **- DIGITAL MESSAGE / SOCIAL MEDIA USE**

- All students should be aware that any messages relating to the school community that they post on any digital platform (including text messages) or social media sites can be made public for the school and outside community to see.
- As a result, if provocative, inappropriate, obscene, or threatening messages or photos are sent or shared, they will result in disciplinary consequences at the school, including parent conferences, suspensions, and recommendation for transfer to another school. If you receive a message or photo, such as those listed above, you must report it to a Carver HSES administrator or face disciplinary action as well. Additionally, students are prohibited from recording, filming or photographing any member of the school community without consent. Students are encouraged to limit social media use and remember once you hit send, you can't take it back!

### **- APPROPRIATE COMMUNICATION**

- Students are provided an email account through their school district ID number. All communication should take place through this email address. Students are expected to be professional in all communication with teachers and school staff. This includes but is not limited to in-person conversation, sending emails, and phone calls. Students are encouraged to actively communicate with their teachers. However, they should also be patient as teachers post grades and solve problems.

## **SOFTWARE PIRACY**

It is illegal to copy a copyrighted program. Students and parents are advised to review "Computing and Internet Acceptable Use Policy" on the School District website ([www.philasd.org](http://www.philasd.org)) for all guidelines and policies regarding computer and Internet services provided at school.

## **BULLYING/CYBERBULLYING**

An intentional electronic, written, verbal, nonverbal, psychological or physical act or series of acts directed at another student or students, which occurs in and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

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

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

A student or his/her parent/guardian or third party who believes the student has been subjected to bullying and harassment is encouraged to immediately report the incident in one of three ways:

1. Using the online reporting process available at <https://www.philasd.org/bullying/>;
2. Orally reporting the incident to the building principal or bullying designee, or to any other member of the school staff, including teachers, guidance counselors, bilingual counseling assistants (BCAs), coaches, and administrators; or
3. Calling the Bully Hotline at: (215) 400-SAFE.

Parents/guardians of both the alleged victim and alleged offender shall be notified of the outcome of the investigation via a letter setting forth whether the complained upon behavior was founded or unfounded.

School will provide **intervention** and **support** to victims, offenders, and/or bystanders to address acts of bullying/cyberbullying. **Appropriate** disciplinary action/consequences for persons committing acts of bullying/cyberbullying, for persons engaged in reprisal or retaliation, and for persons found to have made false accusations will be applied, when appropriate, after the investigation has determined that such an offense has occurred.

## **DETENTION**

Detentions are for **school-wide infractions in public spaces**, such as hallways, stairwells, and common areas. Students will receive a detention for the following infractions: (1) Improper use of electronic devices and/or headphones; (2) Uniform violation; (3) No hall pass; (4) Presence in gym or lunchroom, when not assigned there.

- Detention is held T/W/Th from 3:00pm-4pm.
  - If a student arrives after 3:10pm, the student is not admitted.

- If a student is issued a detention, they will receive an email notification and they must serve it within a week from the date of issue.
- Missed Detention-
  - If a student misses the detention, a parent/guardian email is sent.
  - The detention must be served the next available detention day.
  - If the student does not attend the make-up detention a demerit is issued.

### **INELIGIBILITY POLICY (Formerly known as the 3-Strike Policy)**

The “Ineligibility Policy,” simply confers that students with “**three demerits**” will be ineligible to participate in school activities, including, but not limited to, field trips, athletic teams, extra-curricular clubs, attending athletic events, junior and senior proms, for the marking period. Eligibility for the first marking period of a school year will be determined based on demerits given in the fourth marking period of the previous year. Each marking period is considered independently. Report cards are stamped each quarter to indicate if a student is “ineligible.”

**We encourage all Carver HSES students, parents and staff to be proactive and endorse prevention, rather than reaction and response.**

Students can receive a Demerit in one of the following ways:

- F in a subject on a quarterly report card
- Excessive Level 1 offenses (Dean will track pink slip data)
- Negative Behavior Comment: Excessive Lateness in an academic class (defined as 7 or more);
- Day per suspension (e.g. a two-day suspension = 2 Demerits)
- If a is caught leaving campus.
- Skipped after-school detention (See policy).
- Excessive lateness to school (7 times)- any student arriving after 7:55 am will be considered late.

Serious offenses deemed to be a risk to the student, other students, the staff, or school community will result in ineligibility for one full school year. After one year, students may petition the leadership committee for a reinstatement of eligibility.

In particular, Carver HSES places high emphasis on our nonviolent community. Students are regularly reminded to seek out adult support in the case of a disagreement. Students who choose to engage in a fight impacting our school community on or off campus without seeking out adult intervention will face increased consequences.

Repeated violations of school regulations will lead to disciplinary action and consideration for leaving our school. Each student is encouraged to identify at least one or two adults to whom he/she can turn with matters of concern, and bring potential conflicts into the Peer Mediation process.

**ADDITIONAL SCHOOL REGULATIONS**

To ensure a safe and welcoming school environment, additional school rules include:

- Students should wait in the line in the order in which they arrive to enter the building.
- Food is to be kept in the lunchroom or the locker.
- Students are not allowed to sell food while in school
- Students are not permitted in the auditorium unless supervised by staff during a scheduled activity.
- Glass bottles are not permitted in the building.
- Card playing is not permitted in the building. Playing cards will be confiscated.
- One student per bathroom stall.

**RULES OF DISCIPLINE**

Carver HSES utilizes a progressive discipline structure in accordance with the School District of Philadelphia’s Office of Student Rights and Responsibilities. Through this process, students receive consequences in a tiered system that range from detention to out-of-school suspension. Suspensions may be reported to colleges and impact a student’s application status. Significant infractions may result in a lateral transfer, a disciplinary school assignment, or expulsion referral.

**Carver HSES Progressive Discipline Model:**

Tier 1	
Behavioral Infractions (teacher/staff Level)	Possible Accountability Steps:

<ul style="list-style-type: none"> <li>• Disrupting during class</li> <li>• Class Cutting</li> <li>• Offensive language</li> <li>• Chronic unpreparedness to class</li> <li>• Inappropriate use of technology (unrestricted websites, listening to music, chats, social media, etc.)</li> <li>• Defiance (Refusal to relinquish unrestricted items or refusal to abide by request after several attempts)</li> <li>• Dress Code Violation*</li> <li>• Late to Class Without Note*</li> </ul>	<p><b>One or more</b> of the following may apply to ALL behaviors listed in the column to the left:</p> <p style="text-align: center;"><b>Intervention</b></p> <ul style="list-style-type: none"> <li>• Staff Redirection Strategies (Teachers)</li> <li>• Impromptu Restorative Conference (Victim and Offender) (Climate Team/ Admin)</li> <li>• Mediation (Dean)</li> <li>• Parent Contact (Teachers)</li> <li>• Youth Court (Mr. Dutill)</li> </ul> <p style="text-align: center;"><b>Consequence</b></p> <ul style="list-style-type: none"> <li>• Detention (Dean)</li> <li>• After School Healing Project (Dean)</li> <li>• Uniform specific: Send to the Main Office for a call home. Provide alternate options. (Whole school community)</li> </ul>
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<b>Tier 2</b>	
<b>Behavioral Infractions (Teacher and Dean Support Level)</b>	<b>Possible Accountability Steps:</b>
<ul style="list-style-type: none"> <li>• Vandalism (Throwing or breaking furniture, writing on school walls, graffiti, etc.)</li> <li>• Cheating / Plagiarism</li> <li>• Forgery or Alteration of documents</li> <li>• Chronic Defiance (Refusal to relinquish unrestricted items or refusal to abide by request after several attempts)</li> <li>• Inappropriate peer to peer contact (Any form of sexual contact)</li> <li>• Disrespect towards school community member (Cursing at or degradation of a staff member, Racial Slurs or other forms of bigotry)</li> <li>• Excessive Class Cuts (7 cuts total)</li> <li>• Leaving the Carver Campus*</li> <li>• Leaving class without permission*</li> <li>• Cell Phone Violation*</li> </ul> <p><b>- Repeated Level 1 Infractions (3 repeated infractions)</b></p>	<p><b>One or more</b> of the following may apply to ALL behaviors listed in the column to the left:</p> <p style="text-align: center;"><b>Interventions</b></p> <ul style="list-style-type: none"> <li>• Restorative Reflection with Dean</li> <li>• Formal Restorative Conference (Dean/ Admin)</li> <li>• Mandatory Parent/ Guardian Meeting (Teacher/ Dean and or Admin)</li> <li>• Parent Contact (Teacher/Dean)</li> </ul> <p style="text-align: center;"><b>Consequences</b></p> <ul style="list-style-type: none"> <li>• Student earns a Demerit. (Dean)</li> <li>• After School Healing Project (Dean)</li> <li>• In-School Suspension</li> <li>• Detention (Dean)</li> <li>• In-School Intervention Services <ul style="list-style-type: none"> <li>○ le recentering plan (STEP/ Counselors)</li> </ul> </li> <li>• Suspension (Admin)</li> </ul>

- **Student may be considered for MTSS**

<b>Tier 3</b>	
<b>Behavioral Infractions (Positive Support Leads)</b>	<b>Possible Accountability Steps:</b>
<ul style="list-style-type: none"> <li>● Simple Assault</li> <li>● Harassment</li> <li>● Sexual Harassment</li> <li>● Hazing</li> <li>● Causing Serious Bodily Injury</li> <li>● Pulling of fire alarm</li> <li>● Mutual Fighting</li> <li>● Mutual Group Assault</li> <li>● Threatening or intimidation of a community member</li> <li>● Instigation or participation in group assault</li> <li>● <a href="#">Cyberbullying and Bullying</a></li> <li>● Breaking an entering</li> <li>● Robbery</li> <li>● Possession of Alcohol, Drugs or Explosives</li> <li>● Possession of a weapon</li> <li>● Reckless Endangerment</li> <li>● Extortion</li> <li>● Threatening Mass Violence</li> <li>● Sexual exploitation of self or others of any kind</li> </ul>	<p><b>One or more</b> of the following may apply to ALL behaviors listed in the column to the left:</p> <p style="text-align: center;"><b>Intervention</b></p> <ul style="list-style-type: none"> <li>● Restorative Reflection with School Safety Team (Dean/ Admin)</li> <li>● Mandatory Parent/ Guardian Meeting after 3 strikes (MTSS Leads/ Admin and or Dean)</li> </ul> <p style="text-align: center;"><b>Consequence</b></p> <ul style="list-style-type: none"> <li>● Behavior Contract (Dean/ Admin)</li> <li>● In-School Suspension (Dean/ Admin)</li> <li>● Student receive a Demerit. (Dean)</li> <li>● In-School Intervention Services</li> <li>● Suspension (Admin/ Dean)</li> <li>● Contact Office of School Safety (Counseling)</li> <li>● EH 21 Disciplinary Placement or Lateral Transfer (Admin/ Dean)</li> </ul> <p>- <b>Student may be moved to MTSS Tier 2 along with progress monitoring</b></p> <p>- <b>Student may be referred to Tier 3 MTSS with Intervention Coordinator for a re-centering plan</b></p>

In addition to this Code of Conduct various policies govern conduct in the District. A copy of those policies can be obtained at [www.philasd.org/studentrights/](http://www.philasd.org/studentrights/). For copies in languages other than English, please contact the Office of Multilingual Family Center at 215-400-6446.

