

The School District of Philadelphia

P&MC

PARKWAY

CENTER CITY MIDDLE COLLEGE

2018-2019

Scholar Handbook

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Principal Letter

Welcome to the 2018-2019 school year. This year we will continue to focus on The School District's initiatives to achieve success in our classrooms and success for the School District. Academic growth for all students based on Keystone results and periodic assessments is expected in all schools in all designated grades. Parkway Center City Middle College will strive to prepare students to score high in Reading, Math, Science, and Writing. Parkway Center City Middle College will also continue its focus to prepare and send students to college.

Achieving a strong report card is critical. We are expected to provide academic access and opportunities for all students. Specifically, we are to focus on instruction (best practices), engage in effective professional development, provide extended day/after school opportunities for students, and monitor our progress regularly. Understand, we are in partnership with our students and our parents/guardians. We intend to have a climate of excellence for all. This means students must participate in and assume responsibility for their learning. This also means parents/guardians must support their students by encouraging cooperation with school district and school rules. (See School Compact.)

Finally, School Safety and Climate are equally important. We will maintain a safe, nurturing educational climate by mentoring in our Study Halls, planning for our classes, promoting student excellence, requiring student observance of school and SDP rules, and contacting parents/guardians. We have an exciting year ahead of us. Let's do our best to meet the challenge!

Note from AVP and Dean, Community College of Philadelphia

Welcome to the Community College of Philadelphia family! As the City's College, we are excited to work alongside the School District of Philadelphia to provide this unique and exciting middle college opportunity to Philadelphia's students. As one of the great students of Parkway Center City Middle College, you are to work hard, do your best and succeed. The College, Parkway Center Middle College and the School District of Philadelphia will support you in doing so.

As a high school student taking college classes, you are a part of a very special group and are expected to abide by guidelines of both your high school and the College. This handbook outlines those guidelines which are in place to ensure your success and the overall success of every student. I encourage you to take advantage of every resource and support made available to you at the College and your high school as these resources will support your ability to perform well in your courses.

Lastly, you are a valued citizen of the College and your high school. As a result, your character and behaviors must reflect the core of what is deemed as acceptable and appropriate. The climate at the College is one of safety, maturity and academic integrity. Your upholding of this climate is a must. In addition, I encourage you to be an active participant in the climate of the College and to always bring your best self to every action and interaction.

I wish you the best this academic year and I am excited to meet you and get to assist you in your academic endeavors. Let's work together to make this year the greatest one yet!

PCCMC Mission

Parkway Center City Middle College provides a liberal art, college readiness education that prepares ALL scholars for matriculation in and graduation from college/university, and career.

At Parkway Center City Middle College, we:

- Inspire academic excellence
- Develop exemplary citizens
- Motivate responsibility
- Foster independence
- Encourage rich relationships

Our Measures for a Positive and Safe Learning Environment

- Building a culture of high expectations and achievement
- School-wide positive behavioral expectations
- Study Halls to develop strong relationships with scholars
- Restorative Practices
- Peer Mediation
- Coherent safety and deployment plan
- Mentoring program for boys and girls

Our Academic Offerings

- Early College Associates Degree Cohort Program
- Dual Enrollment – Community College of Philadelphia
- AP courses: Biology, Calculus, English Language & Literature, U.S. Government, U.S. History, Human Geography, Art
- Blended Learning
- Project Based Learning

Our Belief Statements

We believe that:

- Children are the community.
- Students learn at different rates and in different ways.
- A high quality educational system is one where improvement is an ongoing process.
- Academic risk-taking and a willingness to change are necessary for continuous improvement.
- High expectations raise the level of student performance.
- Every student should be actively engaged in the learning process.
- Life-long learning is essential for success in a changing society.
- The culture of an organization is a major factor in shaping individual attitudes and behaviors.

- Students success is promoted by a partnership that must exist among all of the stakeholders in the educational community — students, parents, guardians, staff, administration, and community member.
- The development of critical thinking skills is necessary for success in the classroom as well as in the classroom as well as in a changing society.

PCCMC Our Points of Pride

- *Respect for diversity.*
- **Excellent student and staff attendance.**
- **Nationally Recognized School of Excellence.**
- **Early College Associate’s Degree Program.**
- **Met AYP for 8 consecutive years.**
- **Earned Pennsylvania Achievement Award.**
- **Keystone Award for 6 consecutive years.**
- **100% graduation and 98% college/university acceptance.**
- **Research based family engagement programs.**
- **Annual Walk for Fitness, Parkway Wears Pink, Multicultural Awareness Day, Career Day, Spirit Week, and Alumni Day.**

Student Pledge

- ❖ As a student of the School District of Philadelphia, I pledge to follow the Code of Student Conduct, to **respect** others and myself, and to treat everyone in my school community with fairness and consideration.
- ❖ I understand and agree that school must be a positive and cooperative environment so that everyone can learn.
- ❖ I understand that my daily attendance is the key to my success.
- ❖ I understand that violence, disruptive behavior, and abusive language are **unacceptable** and will not be tolerated.
- ❖ By signing this pledge, I understand and accept the responsibility of the Code of Student Conduct, for as long as I am a student in the School District of Philadelphia.

District Pledge

- ❖ As a member of The School District of Philadelphia, I understand that I play a critical role in providing a safe and positive environment for all students. I pledge to follow the Code of Student Conduct, to respect others and myself, and to treat everyone in my school community with fairness and consideration.
- ❖ I commit to celebrate learning.
- ❖ I commit to support teaching and learning by creating and maintaining a safe, orderly, and engaging environment.
- ❖ I commit to promote respectful two-way communication with all school and community members.
- ❖ I pledge to enforce the Code of Student Conduct in a fair and consistent manner

Parent/Guardian/Caregiver Pledge

- ❖ As a member of my child's school community, I have read and understand the Code of Student Conduct, and agree to support its purpose for as long as I am a member of this school community.
- ❖ I understand that I play a critical role in maintaining an environment where learning is celebrated.
- ❖ I will emphasize to my child the importance of good behavior and the possible consequences if he or she violates the Code of Student Conduct.
- ❖ I understand the importance of, and expect open communication with The School District of Philadelphia when my child's behavior and discipline at school are involved.
- ❖ I pledge to provide positive supports for my child to encourage his/her daily attendance, and to promote a positive learning environment for all.

CCP MISSION

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

The College seeks to create a caring environment which is intellectually and culturally dynamic and encourages all students to achieve:

- Greater insight into their strengths, needs and aspirations, and greater appreciation of their own cultural background and experience
- Increased awareness and appreciation of a diverse world where all are interdependent
- Heightened curiosity and active interest in intellectual questions and social issues
- Improved ability to pursue paths of inquiry, to interpret and evaluate what is discovered, and to express reactions effectively
- Self-fulfillment based on service to others, preparation for future work and study, and enjoyment of present challenges and accomplishments

CCP VISION

To serve Philadelphia as a premier learning institution where student success exemplifies the strength of a diverse, urban community college.

Vision Ideals

- A college environment that values and supports a culturally diverse and intellectually dynamic community and prepares students for global citizenship
- Respected liberal arts and transfer programs that facilitate student preparation for the baccalaureate experience
- Superior career programs that prepare students to meet current and evolving labor market needs

- Innovative developmental and literacy programs that prepare students for more advanced educational and training opportunities
- Agile programs that meet the needs of employers and emergent workforce development initiatives
- Responsive continuing adult and community education programs that enhance and encourage individual growth and development
- An engaged and excellent faculty, staff and administration that enable students to meet their full potential
- A teaching and learning environment that exemplifies ongoing and productive communication and collaboration across the institution
- Strong and mutually beneficial partnerships with public and parochial schools, community organizations and governmental agencies that model effective community-based educational programs
- State-of-the-art technology employed to enhance teaching and learning
- Accessible and affordable education designed to optimize opportunities for student participation
- A supportive learning community that uses learning outcomes to measure success and guide innovative curricular and program improvements to meet individual and group needs

PCCMC 18-19 Academic Calendar

<u>August 20, 2018</u>	<u>First Day for Staff</u>
<u>August 20 – 22, 2018</u>	<u>District-wide Professional Development</u>
<u>August 23, 2018</u>	<u>School-based Professional Development</u>
<u>August 24, 2018</u>	<u>Freshman Orientation</u>
<u>August 24, 2018</u>	<u>Reorganization</u> <u>– Academic Year Preparation K-12</u>
<u>August 27, 2018</u>	<u>First Day for Grades K-12</u> <u>– Student Attendance</u>
<u>August 31, 2018</u>	<u>Professional Development Half Day</u> <u>– 3 Hour Early Dismissal</u>
<u>September 3, 2018</u>	<u>Labor Day– Schools Closed and Admin Offices Closed</u>
<u>September 4, 2018</u>	<u>First day of Fall Classes at CCP for Dual Enrollment and Middle College Students</u>
<u>September 10, 2018</u>	<u>Rosh Hashanah– Schools Closed and Admin Offices Closed-</u> <u>CCP Classes in Session</u>
<u>September 15, 2018</u>	<u>Villanova Day of Service at PCCMC</u>
<u>September 19, 2018</u>	<u>Yom Kippur– Schools Closed and Admin. Offices Closed</u> <u>CCP Classes in Session</u>
<u>September 21, 2018</u>	<u>2019-2020 School Selection Process Begins</u>
<u>September 26, 2018</u>	<u>PCCMC Back to School Night @ 5pm</u>
<u>September 28-29, 2018</u>	<u>Philadelphia High School Fair @ Philadelphia Convention Center</u>
<u>October 8 – 10, 2018</u>	<u>Interim Reports</u>
<u>October 22, 2018</u>	<u>CCP Dual Enrollment Registration opens for Spring 2019 classes</u>
<u>November 6, 2018</u>	<u>Election Day– Full Day Professional Development (Staff Only)</u>
<u>November 7 – 9, 2018</u>	<u>Report card conferences</u>
<u>November 12, 2018</u>	<u>Veterans’ Day Observed– Schools Closed and Admin Offices Closed</u> <u>CCP Classes in Session</u>

<u>November 17, December 1, 8, 15, 2018</u>	<u>PCCMC Admissions Essay Sessions for Class of 2023</u>
<u>November 22 – 23, 2018</u>	<u>Thanksgiving Holiday</u> <u>– Schools Closed and Administrative Offices Closed</u>
<u>December 10-15, 2018</u>	<u>CCP Final Exams for Fall 2018, End of CCP Fall Semester</u>
<u>December 24, 2018</u>	<u>Winter Recess</u> <u>– Schools Closed</u>
<u>December 25, 2018</u>	<u>Winter Recess</u> <u>– Schools Closed and Administrative Offices Closed</u>
<u>December 26 – 28, 2018</u>	<u>Winter Recess</u> <u>– Schools Closed</u>
<u>December 31, 2018</u>	<u>Winter Recess</u> <u>– Schools Closed and Administrative Offices Closed</u>
<u>January 1, 2019</u>	<u>New Year’s Day</u> <u>– Schools Closed and Administrative Offices Closed</u>
<u>January 3 – 7, 2019</u>	<u>Interim Reports</u>
<u>January 18, 2019</u>	<u>First day of Spring Classes at CCP for Dual Enrollment and Middle College Students</u>
<u>January 18, 2019</u>	<u>Professional Development Day– Staff Only</u> <u>CCP Classes in Session</u>
<u>January 21, 2019</u>	<u>Dr. Martin Luther King Day</u> <u>– Schools Closed and Administrative Offices Closed</u>
<u>February 13 – 15, 2019</u>	<u>Report Card Conferences</u>
<u>February 18, 2019</u>	<u>Presidents’ Day– Schools Closed and Administrative Offices Closed</u> <u>CCP Classes in Session</u>
<u>March 1, 2019</u>	<u>Professional Development Half Day– 3 Hour Early Dismissal</u>
<u>March 4-9, 2019</u>	<u>CCP Spring Break</u>
<u>March 13 – 15, 2019</u>	<u>Interim Reports</u>
<u>March 29, 2019</u>	<u>Professional Development Half Day– 3 Hour Early Dismissal</u>
<u>April 15 – 17, 2019</u>	<u>Report Card Conferences</u>
<u>April 18, 2019</u>	<u>Spring Recess– Schools Closed</u>

<u>April 19, 2019</u>	<u>Good Friday– Schools Closed and Admin Offices Closed</u> <u>CCP Classes in Session</u>
<u>April 22, 2019</u>	<u>Spring Recess– Schools Closed</u> <u>CCP Classes in Session</u>
<u>April 26-May 2nd, 2019</u>	<u>CCP Final Exams for Spring 2019,</u> <u>End of CCP Spring Semester</u>
<u>May 8 – 10, 2019</u>	<u>Interim Reports</u>
<u>May 10, 2019</u>	<u>Professional Development Half Day – 3 Hour Early Dismissal</u>
<u>May 14, 2019</u>	<u>Pennsylvania Primary Election Day (Tentative) – Schools Closed</u>
<u>May 27, 2019</u>	<u>Memorial Day – Schools Closed and Administrative Offices Closed</u>
<u>May 31, June 3-4 2019</u>	<u>Graduation Window</u>
<u>June 4, 2019</u>	<u>Last Day for Students</u>
<u>June 5, 2019</u>	<u>Last Day for Staff</u>

HOURS OF OPERATION @ PCCMC

Breakfast: 7:00 am-8:15 am

Classes: 8:18 am - 3:10 pm (MWF)
8:18 am - 3:40 pm (TTH)

HOURS OF OPERATION @ CCP

While classes are in session during the spring and fall, the College is open 7 a.m.-10 p.m., Monday-Thursday; 7 a.m.- 6 p.m. on Friday; and 7 a.m.-5 p.m. on Saturday. During the summer (mid-May to mid-August), the College is open 7 a.m.- 10 p.m., Monday-Thursday, and closed Friday-Sunday.

General Information

Admissions

- Grades:** A's and B's with the possible exception of one C in major subjects on the most recent final report card.
- PSSA Scores:** A local percentile of 70 on the PSSA test in both Reading and Math are the minimum. A lower reading score may be considered for students who have lived in the U.S. for three years or less.
- Non-public school families:** Contact the child's present school for score conversion information. The national percentile on a nationally recognized standardized test will be considered when it is available. Independent school students may submit ERB scores or any other nationally recognized standardized test.
- Attendance:** Exemplary attendance & punctuality are required.
- Behavior:** No negative disciplinary reports and no 3's in Citizenship

•**Admissions Essay**- Because students at Parkway will be taking high school and college course simultaneously, it is very important that students arrive demonstrating proficient skills in writing, a crucial element in college course work. Therefore, as part of the screening process alongside grade and test performance, all students fitting the admissions requirements will have to come to Parkway MC to write an essay.

•**Summer Bridge Program**: A 5-week Summer Bridge program is MANDATORY for all incoming Freshmen. During these 5 weeks, scholars will be taking their first college course at CCP. First-Generation Scholars will receive priority seating. Scholars who have been accepted at PCCMC, but do not attend and complete the Summer Bridge program, will no longer be admitted to PCCMC and need to return their neighborhood school.

•**Other**: Demonstrated positive attitude and of aspirations to attend college. Possible Admissions Interview.

School Uniform/Dress Code Policy:

All students are required to wear the School Uniform on the first day of school on August, 27th 2018. Students will be required to wear uniform shirts on the PCCMC campus as well as the CCP campus. The Parkway Center City Middle College School Uniform for the 2018-2019 school year is as follows:

-Tops: Parkway Center City Uniform Shirts

- With the name change of Parkway Center City Middle College to Parkway Center City Middle College, we have a new logo.
- Gray, Black or White polo color shirts. Depending on the graduating class, there will be designated logo colors. Graduating class of
- **2019** -Royal Blue Logo
- **2020** -Gold Logo
- **2021**- Red Logo
- **2022**- Burgundy Logo
- Scholars may continue to wear previously purchased Parkway T-shirts or Polo shirts as part of the uniform.
- Purchase only from Parkway Center City.

-Bottoms: Any appropriate bottoms are permitted except no ripped jeans or saggy pants

- Appropriate size, length, and style (skirts and shorts fitting to the knee)

-Footwear: Any closed toe shoes are permitted. Slip-ons and sandals are not permitted.

Student ID Cards

Parkway Center City is a part of the metal scan and swipe program. All students are issued ID Cards. These cards are used to take attendance as well as monitor lateness to school. Students must carry their ID cards at all times. There is a \$5.00 replacement fee for lost cards.

Student attending CCP for classes are issued CCP ID cards. These cards are used as admissions to the facilities at CCP. Without these ID cards, students will not be able to enter the building. Students must carry their ID cards at all times. There is a \$10.00 replacement fee for lost cards.

Dual Enrollment/Middle College Attendance

Students at PCCMC have the opportunity to participate in courses at CCP. If students are enrolled in CCP courses, they are required to attend those courses regularly. If by chance, CCP is in session during an SDP day off, students will be required to attend those courses. Students who regularly receive transpasses during the school year, will receive modified passes in order to commute to school on these days.

If by chance, the student has another engagement scheduled on these days, it is their responsibility to notify the CCP Dual Enrollment Coordinator and CCP Professor of their absence in order to make arrangements for any missing assignments.

Transpasses and Transportation

Students who live more than a 1.5-mile radius from the PCCMC campus will be provided a transpass each week. On days students have CCP classes but school is closed, students will be issued special day passes to attend their classes at CCP. Lost/stolen student transpasses will not be replaced per district policy.

SEPTA Bus and Subway routes- 23, 43, 61, Broad Street Line Subway

School Information Sharing

At PCCMC, we utilize multiple communication methods to share information to students and families. Here are the methods used to share information

- **PCCMC Website**- <https://parkwaycc.philasd.org/>
- **Student/ Parent& Family Portal**- Messages and reminders from the Principal will be sent through the Student/ Parent & Family Portal. Please see page 14 for further instructions on how to access.
- **Remind App**- Counselors will send information to students through this app.
- **Google Classroom**- Teachers will send out information regarding assignments through Google Classroom.
- **PCCMC Google Calendar**- The PCCMC Google Calendar will provide information regarding events at the school. The calendar can be found on the PCCMC Website.
- **PCCMC/CCP Handbook**- School Policies and information will be shared through the handbook.

School-wide Behavioral Expectations:

1. Students will exhibit Respect for Themselves, Each other, the Staff, the School, the Community, as well as the community-at-large:

- Be polite
- Respect property
- Avoid loud and profane language and behavior
- No Visitors (friends or “relatives”) in or near the school (not before or after school)
- Seek intervention, conflict resolution, and support
- Leave the school area for home immediately upon dismissal

2. Students will attend School and Class Regularly and Promptly:

- Attend school and class promptly everyday - be seated in 1st Period by 8:18 a.m.

“PCC: Pro-active, Caring, and Committed

- Arrive between 7:00 a.m. and 8:10 a.m. to get through the SCAN and be on time
- Do not loiter in the classrooms, halls, lunchroom, or stairwells — students go to the cafeteria for free breakfast or remain in auditorium until 8:10 a.m. when they are dismissed to go to lockers and 1st Period

3. Students will wear the School Uniform to School and Observe the Dress Code:

- Required Uniform Tops with the School Logo fitting to the hips for girls and tucked pants at the waist for boys
- Appropriately Fitting Bottoms (Relaxed fit, boot-cut Slacks or Shorts)
- No Ripped and/or saggy pants
- Appropriate Footwear = shoes, sneakers, or boots (no slides/flip-flops/sandals)

4. Students will come to School and Class Prepared to Learn:

- Bring in required texts/materials /homework projects
- Have resource materials/aides at home
- Establish a 2 to 3 hour daily homework/study time uninterrupted by distractions
- Use classmates in Tutorial and the “buddy system” for missed work — completing all assignments essential for proficient learning

5. Students will observe all additional Code of Student Conduct and PCC School Behavioral Guidelines:

- Behave responsibly and respectfully
- Be cooperative
- Be accountable
- Report problems/conflicts/concerns
- Bring and Wear school ID everyday

“Good Neighbor Policy” and General School Rules

Aside from the School District’s **Code of Student Conduct** with which you are acquainted, there are additional rules to observe because we share the Stoddart-Fleisher Building administrative offices and possibly another SDP Program. Our “Good Neighbor Policy” relies on your sense of self- respect and respect for others, which includes respect for the space and property of others.

In keeping with the Parkway tradition, we are a family of school staff, students, parents/families. Family problems (problems related to PCC) will be handled internally by Study Hall Leaders / Staff / Administration. Problems related to shared usage of the Stoddart Building or with “outsiders” will be handled administratively by the principal, Anh Nguyen-Brown and whomever she designates which may include the school police. Someone will be available if you wish to discuss a school related problem, or report a problem regarding sharing space in the Stoddart-Fleisher Building or convey problems related to students from other schools. We will listen and discuss resolutions with you.

1. Students are expected to wear the school uniform and identification at all times.
2. Students are to use only the areas designated/assigned to Parkway Center City and keep them clean.
3. Students are to use only the appropriate stairs to enter and leave school as well as travel between floors.
4. Students are to come to school on time and prepared - no stopping at stores/vendors and no eating/ drinking/gum allowed in school/ tutorial or classes

5. Students are not to wear hats or other head coverings (unless for religious reasons) in the building
6. Students are to behave appropriately and respectfully — fighting (even rough play) and disruptive (offensive) language/behavior will not be tolerated.
7. Students are to respect school property and the areas surrounding the school.
8. Students are to be courteous to all Parkway Center City staff and students as well as our neighbors who share the Stoddart-Fleisher Building with us - Office of the Assistant Superintendent for Learning Network 3 and Senior Year Opportunity Program (SYOP).
9. Students are to report disagreements/problems to the Principal, Counselor, Study Hall Leader, School Police, or Administration for timely and judicious resolutions.
10. No visitors are to be invited to the school area at any time friends, siblings, cousins, etc.
11. Students are to notify the above Safety Team Members when noticing something suspicious or if there are problems with our neighbors or youth in the area.
12. Students are not to bring large sums of money to school, wear expensive jewelry/clothing, etc.; students are responsible for their belongings and must keep them secure.
13. Cell phones/iPods/MP3 Players and other electronic devices are not allowed in school — they will be confiscated if seen and/or heard within the parameters of the school's authority.
14. No smoking or carrying cigarettes, matches, lighters, etc. in or near the school.
15. Students are to use the designated doors to enter school and follow the instructions of the Principal, School Police, SSAs, etc. regard School District mandated/required SCANS/swipes
16. No weapons or sharp/pointed utensils/paraphernalia are allowed in school (Act 26).
17. Students are not to loiter in or near the school — they are to leave the area directly and immediately upon dismissal.

Procedures for Students and Adults Entering the School:

Student safety is a School District of Philadelphia (SDP) priority. In order to maximize safety and minimize incidents, **the below procedures are requirements for students and adults when entering school.**

- Removal of all metal objects before reaching the SCAN Machine and before entering the Metal Detector the objects are to be placed in baskets provided and will be returned upon exiting the Metal Detector.
- If the Metal Detector “beeps” (indicating the presence of metal), a School Police Officer will scan the individual with a handheld “Wand” as well as conduct a further search, if warranted.
- Bookbags, pocketbooks, and outer clothing (including hoodies) must be placed through the SCAN Machine.
- If the School Police Officer notices and object requiring further investigation, belongings will be searched: book bag, pocketbook, hoodie, etc.
- Non-compliance with these regulations and/or non-cooperation with School Police will necessitate with immediate disciplinary actions including suspensions for students and non-admittance for Adults.

- Adults must show identification and will be escorted from the Main Lobby by School Personnel.

Additionally, students are not permitted to bring food or beverages or chewing gum into the building. Non-Permitted food items will be confiscated at/during SCAN and not returned. Confiscated items will be trashed. Also, glass containers are not permitted in school.

SDP Early Dismissal Policies and Procedures

- A. Early dismissal of pupils may not be granted for:
 - Private instruction of pupils in such activities as music, dancing, elocution, or tutorial.
- B. Early dismissal of pupils may be granted for: Emergency Dental or Medical Appointments
 - If the pupil is out of school for either of these reasons for only part of a session, the pupil is not to be counted absent or late, provided — that a follow-up note from the physical or dentist indicates the appointment was kept.
 - A record of the time the pupil is out of school must be on file in the office.
 - Emergencies involving death, accident, or illness Religious Instruction for a total of not more than thirty-six (36) hours per school year.
 - Parent or guardian must take the request in writing to the principal
 - Other legitimate reasons as determined by school personnel.
 - Please refer to section #103.6 for procedure to record dismissal.
- C. Parents must be urged to handle household matters involving their children outside regular school hours. Absences for these reasons are to be coded “1,” unexcused.
- D. Early dismissals of pupils to lengthen vacations of parents are not authorized absences for this reason are to be coded “1,” unexcused.

Academic Information

School District Email/MyCCP/Google Classroom/Student Portal

In this technology driven era, all students are required to check their SDP email address, MyCCP, Google Classroom, Student Portal and other web pages that are utilized for assignments and updates that are shared by teachers and staff members. Teachers are not required to share information to personal student email addresses as SDP has provided one for each student.

Students having issues accessing these sites need to speak to their teachers or support staff from either PCCMC or CCP.

Student Portal: Getting Started

Student Portal provides students the opportunity to view live grades from their teachers, attendance, and credits towards graduation. It is highly recommended that students utilize this feature to keep track of their progress regularly.

Viewing Report Card Grades in the Student Portal

1. Using the Mozilla Firefox internet browser, navigate to <http://www.philasd.org>. Select the Login button in the top right corner.
2. Enter your student’s district Username and Password. Click Login

3. On the left side of the screen, select Grades
4. A list of the student's courses and the grades received for each term will appear
5. To see any Report Card comments, hover the mouse over the speech bubble and the comments will display.

Viewing Assignment Grades in the Student Portal

1. To view any assignment grades, select Grade Book Updates on the left side of the screen.
2. Any recently updated assignments and their corresponding grades will display
3. For additional information on a particular assignment, click on the assignment name.

Parent & Family Portal

The School District of Philadelphia is proud to offer a tool that parents and family members may use to stay connected to their child and their school. The School District of Philadelphia's Parent & Family Portal gives you access to valuable information about your child's education and school. The Parent & Family Portal provides families the opportunity to track their child's live grades, attendance and High School credits towards graduation. In addition, the Principal will utilize the Parent & Family Portal to share messages and reminders with families.

YOU CAN LOG IN ANYTIME FROM ANY COMPUTER, TABLET OR MOBILE PHONE and RECEIVE ALERTS VIA TEXT, PHONE MESSAGE, CALLS, and E-MAIL

How do I sign up for the New Parent & Family Portal and set up my account?

You must have a personal email address to sign up for a Parent & Family Portal account. You can register for a free email account using Gmail, Outlook, Yahoo, or a similar service.

You can receive alerts about important issues that might impact your child (i.e. weather-related school closures, attendance alerts and upcoming events of interest to families).

Parent & Family Portal: Getting Started

1) WHERE DO I START?

Just visit <http://signup.philasd.org> in your web browser, and have your Confirmation Code ready.

WHAT'S A CONFIRMATION CODE?

Confirmation Codes are used by parents or guardians to register. The Confirmation Codes are only needed once and will expire on the first of every month. You can get your Confirmation Code from your student's school or you can register

2) IF CONFIRMATION YOU HAVE YOUR CODE:

Click on Yes, take me to Account Registration. Enter your Last Name and Confirmation Code. Click Next. Enter your email address. Confirm your email account by clicking on the link provided in the email message. 3)

IF CONFIRMATION YOU DON'T HAVE A CODE:

Click on the web link inside the email message to complete your registration. After you confirm registration, you will set Click on No, I would like to look up my Confirmation Code. Enter the personal information of your student (if you have more than one student, you only need to enter one up your "Security Settings." Select a password and provide answers to three security questions. Log in to your new account with your email address and new password. Students' information.) Select your name and a current telephone number from

your student's record to request the Confirmation Code. The Confirmation Code can be delivered by voice or text message. Now that you have your Confirmation Code, click the link to return to Account Registration, and begin the process.

WE'RE HERE TO HELP!

If you have trouble logging into the Parent/Family Portal please call (215) 400-4000 for assistance. In addition you can visit <http://philasd.org/pfportal> or email ask@philasd.org for assistance

HS Parent & Family Portal 2018 Philadelphia SIS Project:

Viewing Information in the Parent & Family Portal

Accessing the Portal

1. Using the Mozilla Firefox Internet browser, navigate to <http://philasd.org/pfportal>. Select the button that says "Click Here to Access the Portal" on the right hand side of the screen.
2. Enter the parent's district Username and Password. Click Login.
3. If a parent has multiple students in the district, he/she will need to select whose information to view by clicking on the Select a Student drop down located at the top of the screen.

Viewing Information in the Portal

Once logged in, a list of tools within the Student Portal will display on the left side of the screen. Please see below for information regarding each Student Portal section.

Using the Calendar Section of the Portal

The Calendar section of the Student Portal will display the selected month's calendar with all assignment due dates and attendance events marked on the appropriate days of that month.

1. On the left side of the screen, select Calendar.
2. The calendar will show the current month. To navigate to a different month, use either the forward or back arrows.
3. A calendar will display with icons to indicate all dates with either an assignment due or an attendance event.
4. For additional information on a specific assignment or attendance event, click on the icon for the appropriate day.

Using the Schedule Section of the Portal

The Schedule section will show the courses that the student is taking for all four marking periods (terms).

1. On the left side of the screen, select Schedule.
2. The student's course schedule for all four terms will be displayed in the center of the screen.
3. For information regarding assignments or grades for a particular class, click on the notebook icon.
4. To obtain a teacher's contact information, click on the envelope icon next to that teacher's name.

Using the Attendance Section of the Portal

The Attendance section will show the attendance record for the student, including days the student was marked absent or tardy, as well as whether these attendance events were excused or unexcused.

1. On the left side of the screen, select Attendance.
2. The student's attendance information will appear in the center of the screen. Days on the calendar highlighted in red will indicate an unexcused absence/tardy and days highlighted in green will indicate an excused absence/tardy.
3. Click on the specific day of the attendance event to view additional information.
4. Scroll down to see absences and tardiness sorted by Course, Period, Day, and Term.

Using the Grades Section of the Portal

The Grades section will show In-Progress averages for all of the student's courses for the current and future marking periods (terms) and posted report card grades for all previous terms. It will also display assignment grades, due dates, and comments posted by the teacher.

1. On the left side of the screen, select Grades.
2. A list of recently graded assignments will appear at the top of the screen. For more information on a particular assignment, click on the name of the assignment.
3. Scroll down to see previous marking period grades and current marking period averages.
4. For additional information on the current marking period's assignments, click on the name of the course.
5. Additional information, including individual assignment scores and comments, will appear.

Using the Health Section of the Portal

The Health section will show the immunization record for the student.

1. On the left side of the screen, select Health.
2. The student's immunization record will display on the screen.

Using the Academic Progress Section of the Portal

The Academic Progress section will allow students to track the course credits they have earned and will need to earn in the future in order to graduate.

1. On the left side of the screen, select Academic Progress.
2. A table will display in the center of the screen showing how many credits the student has earned toward their designated Graduation Program.

Note: Credit totals displaying in green will indicate that the student is on track for their Graduation program. Credit totals highlighted in red will indicate that the student is behind.

3. To see additional information on the courses taken in a particular department, click on the + next to that department's name.
4. Scores and number of credits earned will display for each course.
5. To view a detailed report suitable for printing, click on Academic Plan Progress Report.

6. In the pop-up window, choose Detail for the Report Type and Select All options. Then click Generate Report.
7. A detailed report including all earned, in progress, and planned courses will generate.

Using the To Do List Section of the Portal

The To Do List section will show a list of upcoming assignments as well as due dates for each assignment and a count of how many days the student has left to complete each assignment.

1. On the left side of the screen, select To Do List.
2. A list of upcoming and past due assignments will appear. Upcoming assignments will display in black with a count of how many days the student has until the due date. Past due assignments will display in red with a count of how many days have passed since the due date.

Using the Reports Section of the Portal

The Reports section will display several reports that the student can run in relation to information found in the portal.

1. On the left side of the screen, select Reports.
2. A list of available reports will appear. To run a report, click on the name of that report.

Using the Demographics Section of the Portal

The Demographics section will display demographic and emergency contact information for the student.

1. On the left side of the screen, select Demographics.
2. The top of the screen will display the Personal Information for the student.
3. Scroll down to see the student's Non-Household Contacts (Emergency Contacts).

Note: If any corrections need to be made to the information displayed on this screen, please contact the student's school directly.

Using the Messages Section of the Portal

The Messages section will allow families to access the Parent & Family Launchpad, as well as read messages and announcements from school staff.

1. On the left side of the screen, select Messages.
2. A list of online resources will appear in the District Announcements section. Click on the icon for the desired resource to access that application.
3. School specific announcements will appear in the School Announcements section and messages sent directly to the student from teachers will appear in the Inbox. To read a message sent from a teacher, click on the name of the message in the Inbox.

Using the Household Information Section of the Portal

The Household Information section will allow parents to view and update their household phone number in the system.

1. On the left side of the screen, select Household Information.

2. The household's contact information will display in the center of the screen. To change the phone number listed, click Update.
3. Type in the correct/updated phone number and select Send Update.
4. A pop-up message will appear notifying you that the request has been sent. Click Ok.

Using the Family Members Section of the Portal

The Family Members section will display information regarding each of the student's family members, including names, contact information, and relationship to the student.

1. On the left side of the screen, select Family Members.
2. The center of the screen will display information regarding each of the student's family members, including names, contact information, and their relationship to the student.

Using the Contact Preferences Section of the Portal

The Contact Preferences section will allow parents to update how they receive communication from their students' schools.

1. On the left side of the screen, select Contact Preferences.
2. To update an email address, type in the correct email in the appropriate field.
3. To update which messages to receive from the school and how you receive them, select the appropriate checkboxes.
4. If school messages should be sent using a language besides English, choose the appropriate language from the drop-down menu.
5. When all of the desired selections have been made, click Save.

Using the Notification Settings Section of the Portal

The Notifications section will allow parents to select which topics they receive notifications for in the portal.

1. On the left side of the screen, select Notification Settings.
2. Select which topics to receive notifications about in the Portal.
3. When satisfied with the selections, click Save.

Note: All notifications will display in the top right corner of the screen next to the bell icon.

Changing the Portal Language

Portal users will be able to select which language to view the portal information in.

1. To change the language of the Portal, scroll down to the bottom of the screen to the language drop-down menu.
2. Using the drop-down menu, select the desired language.
3. Information in the Portal will now display in the selected language.

School District of Philadelphia Grades 9-12 Marking Guidelines 2018-2019

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

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

Promotion Policy

Promotion from grade to grade should be based on credits earned:

- Promotion from 9th to 10th grade – 5 credits
- Promotion from 10th to 11th grade – 11 credits
- Promotion from 11th to 12th grade – 17.5 credits

GPA Calculation

A new GPA calculation is being phased in with the class of 2022. The following GPA rules apply to all students regardless of graduation year:

- Courses are assigned weights in the form of a multiplier based on their difficulty:
 - o General courses = 1.00 multiplier
 - o Honors courses = 1.15 multiplier
 - o AP, IB, and core Dual-Enrollment = 1.20 multiplier
- Courses that are retaken after being failed (Credit Recovery) are calculated into the GPA with a numeric score of 65 / 1.0 GPA points. For credit bearing Pass/Fail courses added to transcripts before September 1, 2017:
 - o Pass (P) or Met (M) = 70
 - o Fail (F) or Not Met (N) = 59
- Pass/Fail courses added to transcripts after September 1, 2018 will not affect GPA.

Grading Scale

The Alpha/Numerical Equivalency Chart below reflects the numerical mark assigned to each letter grade and applies to all subject areas:

Alpha	Num.	GPA	Alpha	Num.	GPA	Alpha	Num.	GPA
A+	100-97	4.0	A	96-93	4.0	A-	92-90	3.7
B+	89-87	3.3	B	86-83	3.0	B-	82-80	2.7
C+	79-77	2.3	C	76-73	2.0	C-	72-70	1.7
D+	69-67	1.3	D	66-63	1.0	D-	62-60	0.7
			F	59-50	0.0			

A grade of Incomplete (I) can be given in the following situations:

Student was enrolled for less than 15 days during the term

Student was on extended medical leave (nurse confirmation required)

Incomplete grades must be corrected prior to close of the next term grading window or the grade will convert to a 50. 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.

COLLEGE POLICIES AND PROCEDURES

ACADEMIC STANDARDS AND PROGRESS POLICY ON ACADEMIC STANDARDS AND PROGRESS

I. Grading Systems, Academic Standards, and Progress Policy

(Note: Students receiving financial aid are held to additional satisfactory academic progress regulations found in section VI.)

A. Grading System of Community College of Philadelphia

The grading system at Community College of Philadelphia is a letter system with associated quality points, which are used to compute cumulative grade point averages.

Grade	
A	Outstanding
B	Good
C	Satisfactory
D	Pass

F	Fail
FS	Fail–stopped attending

*Number of quality points earned

Other Grades

As a result of testing and placement, students may be required to register for certain courses which do not carry credit towards graduation. These courses are numbered below 100. They are graded "Pass," "Making Progress" and "Fail."

P	Pass
P	Making Progress
F	Fail

Other Designations

W	Withdrawal
M	Military Leave of Absence

AU	Audit
NR	No report from instructor at the time grades were processed
I	Incomplete

B. **GPA Policy:** Students must maintain a cumulative grade point average for all college-credited courses according to the following College schedule. GPA will be assessed after a student has attempted 12 college-credited hours. (Note: Developmental courses will not count toward GPA calculation.)

C. **Progress Policy:** Students must maintain satisfactory progress for all courses. Satisfactory progress will be based on a cumulative successful completion of 67% of all credits attempted and will be assessed after a student has attempted 12 credit hours. For the purposes of calculating satisfactory progress, withdrawals made within the refund period will not count toward the calculation of progress. A grade of "A," "B," "C," "D," "P" or "MP" will be considered a successful

completion. However, a grade of "MP" cannot be given in the same course more than two times. On the third attempt, a grade of "MP" will be converted to a grade "F".

D. Students who do not maintain satisfactory course completion and/or GPA will:

1. Be put on full-time (13 credits maximum) academic probation. Students on academic probation of any kind must meet with a counselor before registering for any term.

2. At the end of any full-time academic probation term, a student will be evaluated as follows:

a. If the student has met the cumulative 67% completion rate and the GPA requirements, he/she will be removed from academic probation.

b. If the student is either below the cumulative 67% completion rate or the GPA standard but has earned grades of "A," "B," "C," "P" or "MP" in 67% of the credits attempted for that term, he/she will continue on full-time academic probation. When the student achieves the cumulative 67% completion rate and GPA requirements, he/she will be removed from academic probation. Students may not register until they have met with a counselor.

c. If the student fails to earn a grade of "A," "B," "C," "P" or "MP" in 67% of the credits attempted for the term, he/she will be placed on part-time (7 credits maximum) academic probation. Students on part-time academic probation during any summer term will be limited to 3 credits or 6 credits for offerings spanning 14 weeks. Students may not register until they have met with a counselor. Students wishing to appeal their part-time academic probation status may do so through the Counseling Center.

3. At the end of the first part-time academic probation term, a student will be evaluated as follows:

a. If the student has met the cumulative 67% completion rate and the GPA requirements, he/she will be removed from academic probation.

b. If the student is either below the cumulative 67% completion rate or the GPA standard but has earned grades of "A," "B," "C," "P" or "MP" in all credits attempted for that term, he/she will be permitted to continue on part-time (7 credits) academic probation until such time that the student achieves the cumulative 67% completion rate and GPA requirements, and is removed from academic probation. Students may not register until they have met with a counselor.

c. If the student fails to earn a grade of "A," "B," "C," "P" or "MP" in all credits attempted for the term, he/she will be dropped from the College for **poor scholarship and/or insufficient progress**.

4. After a student is dropped for poor scholarship and/or insufficient progress for the first time, he/she will be required to sit out for one term, with summer counting as one term, before applying for reinstatement. Students wishing to appeal the requirement to sit out for one term may do so through the Counseling Center.

5. After a student has sat out the minimum of one term, he/she may return to the College on part-time (7 credits) academic probation but cannot be registered until he/she has met with a counselor. Students who return to the College after being dropped will be assessed at the end of each term in accordance with the part-time academic probation sequence described above.

6. Students who are dropped for either **insufficient progress** or **poor scholarship** two or more times must complete an Application for Reinstatement. Students are not officially reinstated until they are notified in writing of their status. All students who are reinstated based on appeals must see a counselor to register for courses and will be placed on part-time (7 credits) academic probation. Academic performance will be assessed at the end of each term in accordance with the part-time academic probation sequence described above.

The chart below shows sample calculations of necessary course completion rates based on the 67% completion rate and minimum GPA requirements.

Attempted Credits	Minimum GPA	Calculation Applied	Required Completion Rate
12	1.40	$12 \times 67\% =$	8 credits completed
18	1.50	$18 \times 67\% =$	12 credits completed
25	1.60	$25 \times 67\% =$	17 credits completed
37	1.75	$37 \times 67\% =$	25 credits completed
49	1.85	$49 \times 67\% =$	33 credits completed
60	2.00	$60 \times 67\% =$	40 credits completed
72	2.00	$72 \times 67\% =$	48 credits completed
84	2.00	$84 \times 67\% =$	56 credits completed
90	2.00	$90 \times 67\% =$	60 credits completed

II. Policy on Repeated Courses

A. Students may repeat courses to improve an initial grade of "B," "C," "D" or "F."
The following conditions apply:

1. When a course is repeated, only the most recent grade will be included in the GPA calculations, although all prior grades will appear on the academic transcript.

- B. A grade of "MP" will not be given for a third time in the same course. The "MP" grade may be awarded no more than twice. Any "MP" for a third subsequent attempt will be converted to an "F."
- C. Credit for a course is given only once. Each attempted grade will appear on a transcript. Note: Some colleges to which students may wish to transfer do not accept this method of calculating grade point averages.

III. Incomplete Work

- A. The letter "I" on a student's grade report or transcript indicates that a student has not completed all the requirements for a grade in a course.
- B. The instructor will inform the student of the work to be completed and the date that it is due. Notification of the incomplete grade will be forwarded to the department head through the use of the incomplete grade form.
- C. An incomplete grade becomes a failing grade ("F") if the work is not completed within six weeks from the end of the final exam period in which the "I" grade was assigned.
- D. An "I" will not be counted in the student's grade point average and academic progress in determining academic standing.
- E. Since only completed work can be counted as making progress toward the degree, students must be aware that an incomplete grade may have implications for qualifying for financial aid. In addition, incomplete grades will not satisfy requirements for prerequisites.

IV. *Withdrawals from Courses (*Parkway Center City Middle College students MUST confer with your principal BEFORE considering course withdrawal as the high school has a different policy*)

Students may withdraw from a course(s) but must do so by the published deadline for each term. After this date, students will be assigned the grades they have earned. Students who withdraw after the refund period and before the deadline date for any term will earn a grade of "W" on their transcript. Note that excessive withdrawals will affect academic progress.

V. Reinstatement

Students applying for reinstatement to the College must submit an "Application for Reinstatement Form" which may be obtained in the Educational Support Services Office or at the Counseling Center. Once completed, forms can be dropped off at the Educational Support Services Office. Forms must be submitted no later than the deadline dates stated in the calendar in the College catalog. Applications received after the deadline dates will be rolled over and considered for the following academic term. Once a decision has been made about reinstatement, students will be notified in writing.

VI. Satisfactory Academic Progress Requirements for Students

A student is required to make progress towards his or her program of study each term. The course completion rate is two-thirds successful completion (67%) and maintaining minimum GPA requirements. However, academic progress standards set by Financial Aid Regulations are stricter than the College's Academic Standards and Progress Policy:

- A. Neither academic nor time amnesty, which the College approved, can be used when computing satisfactory academic progress (SAP).
- B. All excused withdrawals are counted as attempted credits.
- C. Financial aid eligibility is limited to 150% of the credits needed to graduate for each program of study. All attempted credits are counted toward this maximum, regardless of whether or not a

student received aid during previous periods of enrollment. Credits transferred into the College are counted toward the 150% maximum limit.

D. There is a maximum limit of 30 developmental course credits.

E. Incomplete ("I") or unreported ("NR") grades are counted as attempted credits.

F. All attempted credits are counted.

School-Wide Redemption Policy

1. Students are placed on the "Student Activity Exempt List" because of frequent unexcused absences, excessive lateness, poor grades, and repeated violations of school rules: School Uniform Policy, School ID Policy, and other non-compliant behaviors.
2. **The School-Wide Redemption Policy** enables students to redeem themselves — remove themselves from the "Student Activity Exempt List."
3. The Policy will be posted and reviewed in Tutorial.
4. The Policy will be monitored with "exempted students" identified at the end of each marking period and notices mailed home to parents/guardians.
5. To redeem themselves, students must have:
 - 95% Attendance
 - No Unexcused Absences
 - 90% Punctuality = Late no More Than 3 Times
 - No Lateness
 - No D's, F's, or 3's
 - Attend Grade Recovery/Grade Enhancement/After School Tutoring
 - Carry School ID every day
 - Be in Uniform every day
 - No Disciplinary Reports
 - It is expected that students will make every effort to remain off the "Exemption List" once they have redeemed themselves.

Students who are intermittently or frequently on the "Exemption List" will be subject to more severe disciplinary actions.

Parkway Center City Middle College Program

Starting in the Summer of 2017, Parkway Center City Middle College (PCCMC) in partnership with Community College of Philadelphia (CCP), requires that all scholars participate in a 5-week, college level summer bridge course before entering Parkway in the 9th grade fall semester. Students who do not attend and complete the Summer Bridge program will no longer be able to attend PCCMC in the fall and will need to return to their neighborhood school.

During years one and two, scholars are engaged in rigorous course content at both sites (PCCMC and CCP) that is reflective of college level courses with encouragement and supports from the entire school community including CCP. In Year 3 and 4, scholars will be immersed in college level courses at CCP leading to multiple pathways such as obtaining an Associate degree in Liberal Arts, earning a minimum of 48 college credits, or Industry certifications in Computer Program or Entrepreneurship.

Our staff supports a culture of high expectations for teaching and learning. Scholars are engaged, encouraged, and empowered to graduate successfully from PCCMC with a Middle College diploma and an Associate's Degree (CCP). Furthermore, our vision is that scholars will continue college to earn a Bachelor's Degree and /or complete successful career options. Our parents, families and guardians are full partners in fostering academic achievement, personal responsibility, and self-actualization. We encourage our scholars to develop entrepreneurial attitudes, peer leadership and community service to prepare for their future as members of the global economy and citizens of the world.

Dual Enrollment

PCCMC Seniors and Juniors have the opportunity to participate in Dual Enrollment Courses at CCP during the school year.

Dual Enrollment Benefits

- Dual Enrollment classes will fulfill PCCMC Graduation requirements and provide college credits to scholars before graduation.
- Classes will be held during the regular school day and built in to scholar's schedule.
- Available CCP classes and class materials will be available to students at no cost.

Dual Enrollment Requirements

Scholars must take CCP Accuplacer test and score in the college level range.

- Level 5 or above in ELA to take English Courses
- Level 118 or above in Math to take Math Courses
- Scholars placing in both English and Math college levels, will be allowed to take either subject and one additional elective per semester.

CCP STUDENT RECORDS & REGISTRATION

ENROLLMENT CERTIFICATION

A certification is an official statement of your current, past and future enrollment. It contains the following information:

- Name
- Anticipated graduation date
- Enrollment status (i.e., full or part-time which is based on semester credits)
- Number of credits and credit totals. Enrollment Certification requests must be made using MyCCP.

RECORD CHALLENGE

If you believe an error exists on your academic record, you may complete a Record Challenge Form found in the Electronic Forms section of MyCCP. The Academic Records Unit will research and investigate the problem and respond to your request in writing. This form is not to be used to challenge a grade decision made by your instructor. It is a good practice to check your transcript each semester for accuracy.

- **TRANSCRIPTS**

The College provides three (3) options for ordering transcripts: Online at <http://www.ccp.edu/alumni/alumni-association/transcripts>, mail or in-person. When requesting a

transcript, be prepared to provide the following information:

- Social Security Number
- Complete mailing address to where transcript(s) are to be mailed
- Credit or debit card for payment
- Refer to the Enrollment Services section of MyCCP for procedures on ordering a transcript and the fee structure.

Accuplacer Testing

Students participating in the Middle College programs are required to take and place at college level on the Accuplacer test in order to continue their Junior and Senior years at PCCMC. At the beginning of Freshmen year, students will be administered a diagnostic test from CCP. The test will measure student levels in reading, writing and arithmetic. If students place in college level after the first diagnostic test, they will not need to take the test again and will be ready to begin college level courses during their Junior year at PCCMC. If students do not place at college level, students will be enrolled in Accuplacer prep courses during the school week to prepare them to take the course again in the Spring.

Any students who do not place in the Spring will be required to attend Accuplacer Enrichment Summer School. The summer school courses will provide intervention support to assist students to be college level. At the end of summer school, students will be administered the Accuplacer test again.

Any students who do not place at the end of Sophomore year, will not be able to continue their program at PCCMC and will need to select another school or return to their neighborhood school. However, PCCMC has multiple levels of student support throughout Freshmen and Sophomore year to assist in ensuring students place at college level on the Accuplacer test.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Community College of Philadelphia accords all the rights under the Family Educational Rights and Privacy Act of 1974 to its students. The College collects, maintains, secures and destroys student records for the educational welfare and advancement of students. This act is intended to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the director of Student Records and Registration, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with a "legitimate educational interest". A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide services instead of using College employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Community College of Philadelphia to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202

The College, at its discretion, may disclose directory information upon request without consent. The College has identified the following as directory information: student's name; program of study; dates of attendance; and degrees, honors and awards received along with dates.

Currently enrolled students may, under the provisions of FERPA, withhold disclosure of such information. To prevent disclosure, written notification must be received by the Office of Student Records and Registration by October 1 of the fall semester and February 15 of the spring semester.

The College will honor each request to withhold the information listed above but cannot assume responsibility to contact a student for subsequent permission to release them. Decisions about withholding information should be made very carefully. Should a student decide to inform the College not to release information, any future requests for such information from non-institutional persons or organizations will be refused.

Community College of Philadelphia assumes that failure to request the withholding of "directory information" indicates approval for disclosure.

ACADEMIC ADVISING & STUDENT SUPPORT

PCCMC Counselors

PCCMC has two counselors on staff to provide counseling support to students. The counselors are available to work with students in regards to academic concerns, college applications and other areas students may need support in. Visiting counselors is encouraged, however, students must obtain written permission from teachers/counselors indicating the time and date they are to go to the counseling office.

CCP Academic Advising

Academic Advising is provided to students in all programs of study at the College. Advisors are faculty members from various disciplines who work with students in good academic standing to verify educational plans, review program requirements, and select courses; together, they ensure that each student's chosen program of study integrates and supports personal, academic and career goals. Students are provided

information about institutional policies, procedures and programs and referrals to college offices and resources as needed. While the ultimate responsibility for making decisions about personal goals and educational plans rests with each student, the Advisor assists by helping to identify and assess various options and the consequences of a student's choices. For information related to all aspects of academic advising, students are urged to: visit our office in the Bonnell Building, room BG-12; call (215) 751-8777 or 8778; email advising@ccp.edu; or view our Web page on MyCCP. The web page can be accessed under the Student Support tab and then by clicking on Academic Advising.

CCP COUNSELING CENTER

Staffed by professionals, the College's Counseling Center, located in BG-7, offers drop-in counseling services to students who need quick answers or help with immediate concerns. Students without an appointment can see a counselor on a first come, first served basis for a 15-minute session. Students who need more time with a counselor can make an appointment for an individual, private counseling session. The following counseling topics can be addressed in free sessions to students:

ACADEMIC COUNSELING

- Educational Planning and Course Selection
- Academic Probation Counseling
- Curriculum Change
- Application to select programs
- Dealing with problems with instructors
- Assistance dropping classes and understanding the consequences
- Withdrawal from College
- Review of Study Skills Strategies
- Techniques for Reducing Test Anxiety
- Support of Academic Excellence

CAREER COUNSELING

- Career decision making
- Career assessment instruments and interpretation
- Assistance with integrating educational choices and career plans
- Guidance on career information and resources
- Information about job market trends

GROUP COUNSELING

- Student success workshops
- Career and transfer workshops upon faculty request
- Grief Recovery Program

PERSONAL COUNSELING

- Decision making and life skills
- Stress and time management skills
- Crisis counseling
- Community resources and referrals

TRANSFER COUNSELING

- Assistance in identifying colleges and universities for transfer
- Help planning appropriate course selection for transfer
- Guidance on application process
- Resources for educational funding
- Help in managing transfer timelines

- Information on dual admissions programs
- Advice on how to gain acceptance into select colleges
- Clarification of credit minimums and GPA requirement

Counseling Center HOURS OF OPERATION- Main Campus

Monday-Thursday: 8:45 a.m.-7:30 p.m.

Friday: 8:45 a.m.-2:30 p.m. (please call for summer hours)

Appointments can be made at the reception desk in the Bonnell Building, Room BG-7 or by calling (215) 751-8169.

LEARNING LAB

The Learning Lab department provides you with tutoring and learning skills services and is able to assist you with information that is specific to the majority of the courses offered at the College. Peer tutors are accomplished students who have been trained to help you. These tutors have taken the course you need help with, and they are available for one-on-one tutoring. The Lab’s faculty members include specialists in reading, study skills, English as a Second Language (ESL), writing, mathematics, computer information systems (CIS), science and learning disabilities. The Central Learning Lab (Room B1-28) specializes in humanities, social science, and English, including ESL. The Math and Business Lab (B2-36) handles topics including but not limited to accounting, business, economics, mathematics, and statistics. The Science, Technology, and Allied Health Learning Lab (L1-LL) deals with biology, chemistry, CIS, Allied Health, and Nursing. Services are also provided at the Regional Centers in the Northeast Learning Commons, Northwest Learning Lab, and West Learning Commons. For more information, brochures detailing services and a complete list of day, evening, and Saturday hours are available at each Learning Lab, or visit our links in MyCCP.

LIBRARY

Our library faculty help you with research questions, and provide you with the knowledge and skills to locate, evaluate and use a wide range of resources to support your college coursework.

Library services are available at Main Campus, Northeast Regional Center, Northwest Regional Center and West Regional Center. The Main Campus Library is located in the Mint Building.

The Main Campus Library includes more than 84,000 books, journals, magazines and newspapers in a bright and welcoming bi-level facility. Course reserve materials are available for use in the library, including some textbooks. You can access more than 40 databases via our library computers. You may also access the library’s electronic resources from off campus through MyCCP. We provide 30 computers, wireless internet access, a book scanner, and photocopiers. Group study rooms and individual study carrels are also located in the Main Campus Library.

Your College ID card is all you need to enter and borrow Library materials. For more information about the services and resources available from the Main Campus and Regional Center Libraries, visit our website at <http://library.ccp.edu>.

MY PATH TO BEING A GOOD STUDENT

STUDENT SUCCESS INITIATIVES

Student Success Initiatives (SSI) offers programs and services designed to ensure students’ academic success at the College. SSI is constantly expanding their program offerings as specific needs among the College’s student body are identified. SSI offers peer support through the Colonial Colleagues programs, and oversees Starfish Connect, the College’s Academic Early Alert system, which provides students with timely and effective communication regarding academic performance. Staff work with students after receiving alerts to provide guidance about helpful resources available at the College. The newest student support offering is a mentoring program for Latino students who are just beginning their studies at the College.

ACADEMIC EARLY ALERT (STARFISH CONNECT)

Starfish Connect, the College’s Academic Early Alert system, is a communication tool for students, faculty and staff at the

College, designed to provide students with feedback about academic performance. The goals of the system are to help students' successfully complete courses, connect students with campus resources, engage students in their academic success and increase student persistence from semester to semester. The Starfish Connect software allows faculty to easily communicate their concerns to students while at the same time communicating these concerns to student support staff on campus. Starfish provides a way for faculty and students to directly communicate with one another about student issues that need to be resolved. Students can be more successful when direct faculty-student communication is combined with effective support from advisors, counselors and other staff on campus. Using Starfish Connect, faculty can raise flags when they have a concern about student performance, give kudos to provide positive feedback to students and make referrals to campus resources. Students receiving an email from instructor(s) with the subject, "Your Progress in My Course", should follow up with the instructor(s) and take any other suggested action steps as soon as possible. For more information about creating a student profile in Starfish Connect and viewing the student dashboard, visit <http://path.ccp.edu/starfishconnect/>

COLONIAL COLLEAGUES PROGRAM

The Colonial Colleagues Program is designed to promote academic success and degree completion. A structured peer support program, Colonial Colleagues, connects committed students enabling them to both give and receive support to mutually aid each other in persistence and goal achievement. In addition to creating a cooperative and collaborative partnership amongst students for academic success, students are provided with education and academic success tools through Colonial Connection meetings and events throughout the year.

MENTORING FOR LATINO STUDENTS

The newest initiative in the Office of Student Success Initiatives is the development of a mentoring program for Latino students who are new to the College. Interested Latino students are matched with a Community College of Philadelphia faculty or staff member during the first semester in college. Mentors provide guidance on navigating the College, setting and achieving goals and help with problem solving. These mentoring relationships are designed to support students as they transition to the demands of college life.

For additional information on any of the Office of Student Success Initiative's programs, please visit **S1-19**, email to studentsuccess@ccp.edu or call **(215) 751-8136**.

Student Life

After School Clubs

At PCCMC, there are a variety of clubs students are allowed to participate in after school. If students are interested in forming a new club, they are allowed to do so as well. In order to form a new club, students art to find a staff member to sponsor the club and submit a proposal to the principal for approval. Staff sponsors are required to attend any after school club meetings. (Status of clubs are subject to availability of sponsors and membership)

Our Extracurricular/Enrichment Activities

- Anti-Violence Program
- Anime Club
- Chess Club
- Dance Team
- Drama Club
- Healthy Cooking Club
- Peer Mediation
- Poetry Club
- Robotics
- Senior Committees

- Student Government
- Women of Tomorrow

Friday Clubs

In addition to After School clubs, there will be opportunities for students to participate in Friday Clubs. Friday clubs will be held during Study Hall Periods on Fridays. Students will report to the classroom of the club sponsor instead of their regular Study Hall teacher on this day.

Athletics

Students have a variety of sports they are able to participate in while at PCCMC. In order to participate, students are required to submit a physical form and PIAA application to the Athletic Director prior to the start of the school year. Students must remember that participation in Athletics teams is a privilege. Students must be sure to put their academics first and will be placed on probation if their grades and class attendance falters. Students who attend CCP courses for Dual Enrollment or Middle College, must attend those courses first before attending practice or athletic games.

Our Athletic Programs

Boys' Sports:

- Cross Country-Coed
- Football
- Lacrosse
- Soccer
- Track & Field
- Basketball

Girls' Sports:

- Cross Country-Coed
- Soccer
- Track & Field
- Cheerleading
- Volleyball
-

Parent and Family Engagement to Support Teaching and Learning

- Home & School Association
- School Advisory Council
- Class Parent/Family Advisory Councils
- Parent and Family Resource Center
- Family Workshops and Roundtables
- Home Visits
- Parent/Family Volunteer Program

PCCMC Class Dues

During their time at PCCMC, students will be provided multiple opportunities to participate in a variety of functions. In order to fund these events, each year all students will be asked to pay Class Dues.

Freshmen Year (9th Grade)- \$100- Freshmen Activities

Sophomore Year (10th Grade)- \$150- Sophomore Activities

Junior Year (11th Grade)- \$250- Junior Class Trip, Prom, Junior Activities
Senior Year (12th Grade)- \$350- Graduation, Prom, Yearbook, Senior Luncheon

After each year, any additional funds received, will be carried over to cover the cost of the upcoming year's dues.

MY PATH TO BEING A WELL-ROUNDED STUDENT (@ CCP)

STUDENT LIFE CENTER

The mission of the Student Life Center is to cultivate a student success environment through diversity awareness, social activities, leadership experiences and service opportunities.

The Student Life Center (S1-19) is responsible for programs such as New Student Orientation, Welcome Week, Student Leadership & Involvement, Clubs & Organizations, the Student Programming Board, Spring Fling, trips to Broadway shows, Alternative Spring Break and many other ways to help you get involved!

Students who are involved are more connected to the campus and tend to have higher grades and graduate and transfer on time. Don't wait, there is more to college than going to class; let us help you to succeed! Connect with Student Life in Colonial Community powered by OrgSync.

STUDENT LEADERSHIP & INVOLVEMENT

The Student Leadership & Involvement Center (S1-12) is the hub for student leadership development, civic engagement and our many student clubs and organizations. Stop in today to discover new ways to lead, find ways to be involved and to grow as a member of the College community.

PHILADELPHIA L.E.A.D.S.

Whether you're a first-time, college-level student, a student who has completed your first college-level course work or a seasoned student with leadership experience, L.E.A.D.S. has something for you. Our unique three-tier leadership program is designed to instill leadership qualities in those students who have a desire to lead.

EMERGING LEADERS

Those entering the College as first-time, college-level freshmen have an opportunity to join Emerging Leaders. The Emerging Leaders program uses the *Social Change Model* as a guide to developing students. The *Social Change Model* is an approach to leadership development focused on the process of enacting social change from multiple perspectives.

STUDENT LEADERSHIP CHALLENGE

When you have at least 15 credit hours and a GPA of 2.7 or better, you can participate in the Student Leadership Challenge. The Student Leadership Challenge follows the programs designed by Kouzes and Posner (2007). The book is separated into eight chapters, and over eight sessions, we will discuss each of the chapters. The first chapters will introduce students to the philosophy behind Exemplary Leadership. This will be followed by five sessions, which specifically discuss the Five Practices of Exemplary Leadership.

LEADERS IN SERVICE

The third tier of leadership is our Leaders in Service. This program focuses on service as the pinnacle of true leadership. When you have completed the Student Leadership Challenge and if you have maintained a minimum GPA of 2.7, you will be invited to become a part of the program. Leaders in Service will identify various opportunities for service, serve as mentors to Emerging Leaders and work to design an Alternative Spring Break experience.

The Student Life Center also actively collaborates with faculty in numerous courses and curricula by sponsoring out-of-class experiences with a direct relationship to material being studied.

STUDENT PROGRAMMING BOARD

The Student Programming Board, commonly known as "SPB" is comprised of students creating programs and events for

you. The SPB will create programs throughout the year around themes of Traditions and Spirit; Culture and Heritage; Arts and Entertainment; and Health and Wellness. The SPB desk is located in the Student Life Center (S1-19).

STUDENT CLUBS AND ORGANIZATIONS

Joining a student club or organization is one way to become involved in the extracurricular life at the College. Whether you wish to continue an interest, develop one, explore new and different ideas or just to socialize, a student club is a great opportunity! More than 30 registered student clubs are on file with Student Life and with Student Government Association. Many clubs have a curriculum or academic department focus. Other clubs have an artistic focus. Still, other clubs are based on a particular religion, ethnicity or social focus. Students who wish to become involved in clubs or organizations must be registered in at least one credit-bearing course, maintain a cumulative grade point average of at least 2.0, and be in good standing at the College.

Clubs must register and re-activate each year. For the most current list of clubs and organizations, visit Colonial Community powered by OrgSync or visit the Student Leadership and Involvement Center (S1-12).

HOW TO START A CLUB

Do you have a great idea for a student club at Community College of Philadelphia? Will it serve a student need and be a service to the community? If you feel that your idea for a new club will do the above as well as be a lot of fun, then you may have what it takes to start a new club (or re-activate an existing club) at the College.

How do you go about organizing? How can the Student Government Association recognize you, so you can use the College facilities and obtain a club budget? Once the club or organization is recognized and registered with Student Life, how much funding is available?

FOLLOW THESE 5 STEPS TO START A NEW CLUB:

1. Survey other students you know to see if you can find a reasonable amount of interest in your proposed group.
2. If it is curriculum-related, be sure to contact everyone in that program.
3. Contact a faculty or staff member who has expressed an interest. An advisor can help you with the details of organizing your club and carrying out your objectives. All clubs and organizations are required to have an advisor.
4. Come to the Student Life Center (S1-19) or Student Leadership and Involvement Center (S1-12) to discuss your proposal and get information on how to proceed and how to create a constitution.
5. After identifying an advisor and prospective members, submit your charter to the Office of Student Life. Student Life will then forward your proposal to the Student Government Association for consideration. If SGA votes “yes,” and the College approves, you will receive an approved copy of your constitution for your records. SGA must approve groups and distribute funds on a view-point/ content-neutral basis.

Be sure to check with the Office of Student Life for materials that you will need to carry out your group’s mission (guidelines, requisition forms, etc.). You can now carry the name of the College and represent the student body. This is a serious responsibility and should be considered often as you plan your activities.

Official student groups and organizations must be open for membership to all Community College of Philadelphia students in good standing. Official student organizations shall not deny membership or participation on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity or expression or any other status protected under federal, state, or local law unless otherwise permitted under applicable Federal law. Certain performance-based requirements may be imposed on a view-point neutral/belief-neutral and status-neutral basis. For example, honor societies may require a minimum G.P.A. or matriculation into an academic program and singing groups may require students to audition.

STUDENT MEDIA PUBLICATIONS

The Vanguard is the student-run campus newspaper that offers news, sports, features and editorials of interest to the student body. Students are responsible for the publication’s policies and content. A limited number of staff positions are available and articles are welcome from any member of the College community for publication consideration.

In addition to the student newspaper, a number of literary magazines are also published. Limited Editions is the literary

magazine for poets, writers, artists and photographers.

NewSights/NewVisions publishes the writing and artwork submitted from the students enrolled in the English as a Second Language (ESL) courses.

The Cypher publishes the writing and artwork from students enrolled in Developmental English courses.

HONOR SOCIETIES

Community College of Philadelphia’s honor societies recognize and encourage scholarship by providing an opportunity to develop leadership and service, an intellectual climate for scholarship, and the stimulation of interest in continuing academic excellence.

The College recognizes the following honor societies:

- Alpha Eta Society (health professions)
- Alpha Beta Gamma (business)
- Delta Psi Omega (theatre)
- Phi Theta Kappa, Rho Upsilon Chapter (general scholastic excellence), is the College’s main academic honor society and is recognized nationally as the honor society for students in community and junior colleges.

NOTE: Membership in honor societies is by invitation only.

SCHOOL DISTRICT OF PHILADELPHIA ABOUT THE UNLAWFUL HARASSMENT POLICY

WHAT IS UNLAWFUL HARASSMENT?

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.

WHAT ARE EXAMPLES OF PROHIBITED BEHAVIOR?

- Threatening or harassing, intimidating or physically assaulting another student.
- Writing graffiti containing offensive language which is derogatory to others.
- Making derogatory jokes or name-calling or slurs directed at others.
- Negative stereotypes or hostile acts which are derogatory to others.
- Written or graphic material containing comments or stereotypes which are either posted, circulated or are written or printed on clothing which are derogatory to others.

THE DISTRICT PROHIBITS ALL FORMS OF HARASSMENT BY DISTRICT STUDENTS

Reporting Incidents of Harassment:

Students or parents/guardians of students who have been harassed or witness harassment should immediately report such incidents to the school principal or designee, or to any other member of the school staff, including teachers, guidance counselors, coaches and administrators. Any staff member who receives such a report shall immediately notify the principal or designee. If the behavior continues or if the school does not take action, students or parents/guardians should report the incident to the district’s hotline at 215-400-SAFE.

WHAT WILL HAPPEN WHEN AN INCIDENT OF HARASSMENT IS REPORTED?

There will be a quick and thorough investigation of all reports. If the allegations are found true, the Principal or designee will do the following:

- Inform the student who harasses of the results of the investigation;
- Review the definition of harassment and the District’s policy on harassment;
- Punish the behavior relative to the number of offenses and the severity of the behavior; and
- Notify the parents of the student(s) who harasses, including the actions of the student and the consequences.

WHAT HAPPENS TO STUDENTS WHO HARASS?

Consequences for Violations:

Students who violate the unlawful harassment policy will be disciplined according to the Code of Student Conduct.

If the first offense is notably severe, this could result in a long-term suspension (4-10 days); a referral for placement in an alternative education program; or expulsion.

For more information, contact the Office of Student Discipline, Hearings and Expulsions at (215) 400-4230.

SCHOOL DISTRICT OF PHILADELPHIA RACIAL AND ETHNIC INTIMIDATION PROTOCOL

WHAT IS RACIAL AND ETHNIC INTIMIDATION?

A malicious intent to commit any act, motivated by race, color, religion or natural origin, ancestry, mental or physical disability, sexual orientation, gender, or gender identity of another individual or group of individuals.

RACIAL AND ETHNIC INTIMIDATION IS CHARACTERIZED BY THE FOLLOWING:

1. Comments or behaviors that reasonably get in the way with an individual’s personal, professional, or academic performance.
2. Comments and behaviors that create an offensive, hostile, or intimidating professional or academic environment.
3. Actual or threaten retaliation against another who reports or intends to report racial or ethnic intimidation.

Racial and ethnic intimidation may include:

- Pressure to engage in racial or ethnic intimidation of any nature.
- Repeated remarks that have demeaning racial or ethnic implications.
- The demeaning display or depiction of any racial or ethnic group.

WHAT SHOULD YOU DO WHEN YOU OR SOMEONE YOU KNOW IS BEING INTIMIDATED?

Immediately report to the school principal or designee, any action that he/she viewed, that may be construed as falling within the definition of racial or ethnic intimidation and/or any instance, which may come to their attention.

Any staff member, who receives such a report, shall immediately notify the school principal or designee.

WHAT WILL HAPPEN WHEN AN INCIDENT OF RACIAL AND ETHNIC INTIMIDATION IS REPORTED?

There will be an expedient and thorough investigation of all reports. If the allegations are found true, the Principal

or designee will do the following:

1. Inform the student who intimidates the results of the investigation and allow him/her an opportunity to respond to the allegation.
2. Discuss students' behavior and discuss specific consequences for continuing to engage in such behaviors.
3. Consequence the behavior, relative to the severity, and number of instances relative to the behavior. (following all due process requirements).
4. Notify School District Police 215-400-6000 and local authorities...911

WHAT HAPPENS TO STUDENTS WHO VIOLATES THE RACIAL AND ETHNIC INTIMIDATION POLICY (CONSEQUENCES)?

1. First Offense: Documented warning and notification to parent;
2. Second Offense: Parent conference, loss of school privileges, detention, in-school suspension, and/or counseling within school;
3. Third Offense: Inform parent of further disciplinary action (if applicable).

If the first offense is notably severe, a student may be immediately disciplined according to the Code of Student Conduct. This could result in a long term suspension (4-10 days); a referral for placement in an alternative education program; or expulsion.

For more information, contact the Office of Student Discipline, Hearings and Expulsions at (215) 400-4230.

SCHOOL DISTRICT OF PHILADELPHIA BULLYING POLICY

WHAT IS BULLYING?

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 (e.g. one (1) person is physically larger, stronger, mentally quicker or socially more powerful).

Bullying, may be direct or indirect action, which may include (but is not limited to):

- Physical: hitting, kicking, pushing, shoving, getting another person to hurt someone;
- Verbal: racial slurs, name-calling, teasing, taunting, verbal or sexual harassment, gossiping, spreading rumor; or
- Non-Verbal: threatening, obscene gestures, isolation, exclusion, stalking, cyber-bullying (bullying that occurs by use of electronic or communication devices through means of email, instant messaging, text messages, blogs, photo and video sharing, chat rooms, bash boards, websites, etc.).

THE DISTRICT PROHIBITS ALL FORMS OF BULLYING BY DISTRICT STUDENTS

WHAT SHOULD YOU DO WHEN YOU OR SOMEONE YOU KNOW IS BEING BULLIED?

Reporting Bullying Incidents:

Students or parents/guardians of students who have been bullied or witness bullying should immediately report such incidents to the school principal or designee, or to any other member of the school staff, including teachers, guidance counselors, coaches and administrators. *Any staff member who receives such a report shall immediately notify the*

principal or designee. If the behavior continues or if the school does not take action, students or parents/ guardians should report the incident to the district's hotline at 215-400-SAFE.

WHAT WILL HAPPEN WHEN AN INCIDENT OF BULLYING IS REPORTED?

There will be a quick and thorough investigation of all reports. If the allegations are found true, the Principal or designee will do the following:

1. Inform the student who bullies the results of the investigation;
2. Review the definition of bullying and the District's policy on bullying;
3. Punish the behavior relative to the number of offenses and the severity of the behavior; and
4. Notify the parents of the student(s) who bullies, including the actions of the student and the consequences.

WHAT HAPPENS TO STUDENTS WHO BULLY?

Consequences for Violations:

Students who violate the bullying policy will be subject to the following disciplinary procedures:

- First Offense: Documented warning and parent notification;
- Second Offense: Parent conference, loss of school privileges, exclusion from school-sponsored activities, detention, and/or counseling within the school;
- Third Offense: Suspension or transfer to another classroom, school building, or school bus;

If the first offense is notably severe, a student may immediately be disciplined in accordance to the Code of Student Conduct. This could result in a long-term suspension (4-10 days); a referral for placement in an alternative education program; or expulsion.

For more information, contact the Office of Student Discipline, Hearings and Expulsions at (215) 400-4230.

NOTICE OF NON-DISCRIMINATION

Community College of Philadelphia is committed to the principles of equal employment and equal educational opportunity and does not discriminate on the basis of race, color, ancestry, creed, national origin, age, sexual orientation or preference, religion, sex/gender, gender identity, individuals with disabilities, protected veterans, marital status, genetic information, or any other protected category under the applicable Local, State, or Federal law. Community College of Philadelphia is committed to achieving a diverse workforce reflective of the communities it serves. This diversity will be accomplished through the College's Equal Employment Opportunity policies, the Office of Diversity and Equity, and practices which encourage employees to develop their capabilities as part of careers at the College. The College is committed to an outreach program designed to make information about employment opportunities known to diverse communities and to a welcoming environment where diversity is a source of institutional strength and advancement. This statement is founded on the firm belief that fulfillment of employment and educational objectives must be a function of each individual's abilities. Successful attainment of affirmative action goals and support plans are considered essential to the fundamental mission of Community College of Philadelphia. In making this statement, the College recognizes both a moral and legal responsibility. Inquiries concerning application of non-discrimination policies should be directed to: Simon Brown, Director of the Office of Diversity and Equity, Title IX, Section 504/Title II and ADA Coordinator, Community College

of Philadelphia, 1700 Spring Garden Street, Room M2-3, Philadelphia, PA 19130. Email: sbrown@ccp.edu and telephone number: (215) 751-8039.

DRUG-FREE WORKPLACE, ALCOHOL, AND OTHER DRUG ABUSE PREVENTION PROGRAMS

It is the policy of the Community College of Philadelphia to maintain a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988. This institution is committed to protecting the safety, health, and well-being of its employees, students, and all people who come into contact with its workplace and property and/or use its services. Recognizing that alcohol and drug abuse pose a direct threat to this goal, this institution is committed to assuring a drug-free environment for all of its employees and students.

The College prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including alcohol, in the workplace, as defined in the Drug-Free Workplace Act of 1988. Additionally, the College recognizes that it has an obligation to maintain a drug/alcohol free workplace because substance abuse can have a harmful effect on the learning and work environment. College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession, manufacture, distribution, or sale of illicit drugs or alcohol and will advise that convictions or violations of these laws can lead to fines and/or imprisonment.

This policy statement does not alter any rights of employees, which exist under applicable collective bargaining agreements.

DRUG & ALCOHOL: STUDENT STANDARD

Community College of Philadelphia is dedicated to providing a quality comprehensive educational program designed to meet and balance the diverse and changing educational, social, economic, and cultural needs of the community while providing a safe and healthful environment. The College is committed not only to learning and to the advancement of knowledge but also to the education of ethically sensitive and responsible persons. The College seeks to achieve these goals through a sound educational program and through rules and regulations governing student life that encourage responsibility and respect for the rights and viewpoints of others.

Therefore, the use, sale, distribution, possession of alcohol or any drug, including prescription medication used in an unauthorized manner, is strictly prohibited and may result in disciplinary action up to, and including, expulsion.

The College believes that students are responsible for their own actions, and who should be free to pursue their educational objectives in an environment that promotes learning, protects the integrity of the academic process, and protects the learning community.

The College's rules and regulations concerning student conduct may be found within the Student Code of Conduct via the Student Handbook (also available online). These rules and regulations are in effect when attending or participating in any class or activity sponsored by the College either on campus or at an off-campus event.

DISTRIBUTION TO STUDENTS

Students will be informed about the Drug and Alcohol Abuse Prevention Policy at the New Student Orientation sessions, as well as through communications by email and pamphlets from Student Life to enrolled credit students each semester and online announcement. This will include information about health risks associated with drug and alcohol use, standards of conduct expected of students, a description of sanctions for violation of state, federal, local laws relating to the use, possession, sale or distribution of drugs and alcohol, the College's Counseling Center, and community resources available to assist students dealing with issues related to drug and alcohol use and/or abuse.

In subsequent years during a student's enrollment in the school, they will be reminded of the policy by email and on the College's internal web page. To the extent there are changes to the policy at any time, students will be sent a notification via email.

DRUG & ALCOHOL COUNSELING: SUPPORTS AVAILABLE TO STUDENTS

Counselors are available for students at the College's campuses, on a confidential basis, to respond to student needs and concerns related to drug and alcohol use. For information about counseling services at the College, contact **(215) 751-8169** or visit the Counseling Center in the Bonnell Building (BG-7).

Effective January 1, 2017, smoking, including the use of nicotine-delivery systems, is, without exception, prohibited everywhere on Community College of Philadelphia's Main Campus and Regional Centers.

RELIGIOUS ACCOMMODATIONS POLICY

The Community College of Philadelphia prohibits discrimination based upon religion. The College will provide reasonable religious accommodations when necessary for individuals to participate in employment and educational opportunities, as well as other college programs and activities, unless the accommodation poses an undue hardship on the College or requires the College to fundamentally alter the nature of a College course, program, or activity.

Process for Student Accommodation

A student who requires a reasonable religious accommodation should make the request directly to his/her course instructor. It is expected that the student will provide sufficient notice of the need for an accommodation to course instructors in order for the accommodation to be implemented. In the event that a student's request for religious accommodation involves an alternative examination time or date, any make-up examinations given for purposes of test security must be comparable, in terms of format and difficulty, to the examinations given to the entire class. If there are concerns about the requested accommodation, the instructor should consult his/her department chair, dean or the Director of Diversity and Equity. An instructor may not unilaterally deny a request for a reasonable religious accommodation without first consulting the Director of Diversity and Equity. All religious accommodations for other College programs and activities outside of the classroom must be submitted to the Director of Diversity and Equity.

Complaints

Individuals who believe that there is a violation of this policy, disagree with a determination regarding a request for a reasonable religious accommodation, believe they have been treated in a discriminatory manner, or are experiencing harassment should contact the Director of Diversity and Equity. Complaints will be investigated in accordance with the procedure contained in the Colleges' Anti-Discrimination and Harassment Complaint Policy. An individual who files a complaint or participates in an investigation will be protected against retaliation. Complaints will be kept confidential to the extent possible.

Appeal

An employee who disagrees with the Director of Diversity and Equity's determination may appeal by providing a written appeal to the college President. The President or his designee will make a decision regarding the appeal within 14 business days and render a written decision to the employee, the employee's supervisor, and to the Director of Diversity and Equity concerning the accommodation request. The decision of the President or his/her designee is final.

The full version of the College's Religious Accommodations Policy is located online at my.ccp.edu/policy/no.356.

BEHAVIORAL REPORTING FORM

Students, faculty, and staff are encouraged to submit an incident report through the Behavioral Reporting Form when they encounter situations that could result in a violation of the Student Code of Conduct. The form can be accessed in the MyCCP portal under the heading "Safety and Security". **In case of an emergency, students should immediately contact Safety and Security at (215) 751-8111.**

ABOUT THE STUDENT CODE OF CONDUCT

Embedded in the mission, vision, and core values of Community College of Philadelphia is the desire to create a caring environment that is intellectually and culturally dynamic and values integrity, academic excellence, diversity, commitment to teaching and learning, communication, and respect. Such an environment encourages all students to achieve greater insight, increased awareness, critical thinking skills, and self-fulfillment in preparation of becoming global citizens. Accomplishing these ideals requires a commitment from faculty, staff, and students to adhere to standards of behavior that assure a safe, healthy, and caring atmosphere. It is essential that each member of the College community participate freely in the pursuit of the ideals of the College's mission statement.

As responsible citizens, students are expected to demonstrate an awareness of the responsibilities of informed citizenship in a diverse and pluralistic society; self-management in the requirements that come with one's role as a student in the classroom and at the College; integrity in one's role as a student relative to other students, faculty, staff and administrators; and an effort to understand the perspective of others and to respond to others with well-founded thoughts.

The Student Code of Conduct supports the College's mission by outlining students' rights and responsibilities in addition to defining acceptable behaviors.

STUDENTS' RESPONSIBILITIES

PRESERVE AN ENVIRONMENT CONDUCIVE TO LEARNING.

The College has the inherent authority to maintain good order and discipline in the furtherance of its lawful mission. The Student Code of Conduct clearly and concisely identifies those behaviors that put students at risk of disciplinary action. The Code of Conduct also assures that students enjoy those protected behaviors inherent in their status as students and enumerated under Student Rights below. Students are held accountable to the College's Student Code of Conduct.

RESPECT THE RIGHTS OF OTHERS.

The strength of the College lies in its diversity. Respect for the differences each student, faculty and staff person brings to the College is essential. Such differences include race, gender, sexual orientation, ethnicity, background, beliefs, experiences, cultures, values, views, national origin, religion, and ability. Students come to campus with unique interests, and while they are on campus, as a result of their interactions in the formal classroom and in the co-curriculum of the campus, they continue to develop and expand their pursuits.

OBEY FEDERAL, STATE AND LOCAL LAWS AND THE POLICIES OF THE COLLEGE.

Teaching and learning require an atmosphere where dialogue, debate and the exchange of ideas can flourish unfettered. The sanctity of the classroom, academic freedom, and the student's freedom of expression all require a separate set of standards than those provided for by our society. Students must not only adhere to the rules of our society because they are the law, they must also adhere to those College policies which establish the College as a place where teaching and learning require a different set of standards.

Cooperate with faculty, staff and administrators to further the mission of the College.

Accessing the opportunities offered by the College is dependent upon students' ability to meet their responsibilities to provide accurate information, meet their financial obligations, and advocate for their

needs. The freedom to teach and the freedom to learn are inseparable facets of the collegiate experience. Additionally, while enrolled in the College, students are expected to take an active voice in curricular and co-curricular interests, be active participants in the formulation of institutional policies, maintain the standards set for satisfactory academic progress, cultivate their life-long learning skills, and act in a manner on and off campus which reflects positively upon themselves, the College and our community.

STUDENT'S RIGHTS

On June 5, 1968, the Community College of Philadelphia Board of Trustees unanimously adopted a set of principles to guide the College in its development of policies and procedures relating to rights and responsibilities of students. Taken, in part, from the "Joint Statement on Rights and Freedoms of Students" developed, initially, by the American Association of University Professors, the Association of American Colleges, the United States National Student Association, the National Association of Student Personnel Administrators, and the National Association of Women Deans and Counselors, the College put forth, in spirit and content, those basic tenets which protect the rights of students. They include:

FREEDOM OF ACCESS TO HIGHER EDUCATION

The admissions policies of the College clearly state the characteristics and expectations of students which are considered relevant to success in the institution's programs. All facilities and services of the College are open to all enrolled students.

FREEDOM IN THE CLASSROOM

Students are responsible for learning the content of the courses in which they enroll, though they should be free to take reasoned exception to the data or views offered in any course of study and reserve judgment about matters of opinion.

Students are responsible for maintaining those standards of academic performance required by each course in which they are enrolled. Students should have protection against prejudiced or capricious academic evaluation.

Students' views, beliefs, and political associations, which are acquired by faculty members in the course of their work as instructors, advisors and counselors should be considered confidential.

FREEDOM OF INQUIRY AND EXPRESSION

Students and their organizations are free to examine and discuss all questions and issues of interest and inquiry to them and to express their opinions publicly and privately. Such freedom does not permit student groups to disrupt the orderly processes of the educational environment. The actions of student groups should be clearly delineated from the activities and responsibilities of the College.

FREEDOM OF ASSOCIATION

Students are free to form groups and organizations that appeal to the interests of a variety of students. Official student groups and organizations must be open for membership to all Community College of Philadelphia students in good standing. Official student organizations shall not deny membership or participation on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity or expression or any other status protected under federal, state or local law unless otherwise permitted under applicable Federal law. Certain performance-based requirements may be imposed on a view- point neutral/belief-neutral and status-neutral basis. For example, honor societies may require a certain minimum G.P.A. or matriculation into an academic program and singing groups may require students to audition. Official College organizations must be sanctioned by the College, by having met all of the requirements established by the Office of Student Life.

RIGHT TO DUE PROCESS

A student charged with misconduct must be informed of the nature of the charges in writing, be given copies of any documents related to the charges, and be given the opportunity to refute them. The College must not be arbitrary in its decisions to discipline students and must always provide the opportunity for students to appeal any disciplinary sanction. When disciplinary decisions are rendered, students must be provided with procedural guidelines for appeal. Whenever possible, except for reasons related to the mental or physical safety or wellbeing of the student or others on the campus, a student's status, including the right to attend classes, participate in College activities, or use College facilities, should not be altered pending disciplinary action.

STUDENT CODE OF CONDUCT

ARTICLE I: DEFINITIONS

1. The term "student" includes all persons taking courses at the College, both full-time and part-time, and those who attend post-secondary educational institutions other than the Community College of Philadelphia. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the College are also considered "students."
2. The term "College" means Community College of Philadelphia.
3. The term "faculty member" means any person hired by the College to conduct instructional activities. The term "faculty member" at Community College of Philadelphia shall include counselors and librarians.
4. The term "College official" includes any person employed by or associated with the College in performing assigned administrative or professional responsibilities.
5. The term "member of the College community" includes any person who is a student, faculty member, College official or any other person employed by or associated with the College. A person's status in a particular situation shall be determined by the President of the College.
6. The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for College recognition/registration.
8. The term "Judicial Body" means any person or persons authorized by the Vice President for Academic and Student Success to determine whether a student has violated the Student Code of Conduct and to recommend imposition of sanctions. A judicial body may consist of the Judicial Affairs Officer or a Judicial Hearing Committee.
9. The term "Judicial Affairs Officer" means a College official authorized on a case-by-case basis by the Vice President for Academic and Student Success to impose sanctions upon students found to have violated the Student Code of Conduct. The Vice President for Academic and Student Success may authorize the Judicial Affairs Officer to serve simultaneously as a Judicial Affairs Officer and one of the members of a Judicial Hearing Committee. Nothing shall prevent the Vice President for Academic and Student Success from authorizing the same Judicial Affairs Officer to impose sanctions in all cases.

10. The Judicial Affairs Officer is that person designated by the College President to be responsible for the administration of the Student Code of Conduct.
11. The term “Judicial Hearing Committee” means a College committee, which is authorized to hear judicial cases and recommend specific sanctions upon students found to have violated the Student Code of Conduct.
12. The term “mediation” refers to a form of voluntary intervention in which conflicting parties elect to use a neutral third party or mediator to help find a solution to their dispute.
13. The phrase “Informal Disciplinary Procedures” refers to allowing students who allegedly commit minor infractions of the Student Code of Conduct to be subject to less formal procedures in the hearing and adjudicating of their cases.
14. The term “Formal hearing” means a student will be afforded a formal forum to present his/her case. The formal hearing may include testimonies of witnesses and the right to cross examination of witnesses present during the hearing.
15. The term “Student Appeals Committee” means any person or persons authorized by the President to consider an appeal from a judicial body’s determination that a student has violated the Student Code of Conduct or from the sanctions imposed by the Judicial Affairs Officer or the Judicial Hearing Committee.
16. The term “shall” is used in the imperative sense (required).
17. The term “may” is used in the permissive sense (option).
18. The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, Student Handbook, and College Catalog.
19. The term “school day” shall refer to any day that classes are in session with the exception of weekends and holidays. Weekends and holidays are not considered in calculating response time for notification of sanctions and appeals.
20. The term “Complainant” refers to any person who initiates a report leading to charges.

ARTICLE II: JUDICIAL AUTHORITY

1. The Judicial Affairs Officer, subject to the approval of the Vice President for Academic and Student Success, shall develop procedures for conducting of hearings. Such procedures shall be consistent with provisions of the Student Code of Conduct.
2. The Judicial Hearing Committee shall be selected from a pool of twelve members. The pool shall have equal representation (four persons each) from faculty, administrators and students. The Faculty and Staff Federation shall recommend faculty representatives. The Vice President for Academic and Student Success shall recommend administrators. The Student Government Association shall recommend student representatives. All members recommended to serve on the Judicial Hearing Committee are subject to final approval of the College President. Four chairpersons of the committees shall be appointed from the pool of twelve by the President of the College and shall serve, case by case, on a rotating basis as one of three members of each hearing committee.
3. The Judicial Hearing Committee shall hear cases at the discretion of the Judicial Affairs Officer. The chair of the Judicial Hearing Committee shall select two other members from the Judicial Hearing Committee pool for the purpose of hearing cases. There shall be three committee members present (one person from

each constituent group of faculty, administration, and students) in order to conduct a hearing. As with the chairperson, the other two committee members shall participate, case by case, on a rotating basis.

4. Sanctions recommended by a judicial body are subject to the normal appeals process.

5. Students are expected to abide by College rules and regulations both inside and outside the classroom. Whenever appropriate, minor violations committed in the general College environment may be dealt with through an informal disciplinary process at the discretion of the Judicial Affairs Officer.

6. The pool shall be initially selected on a staggered one, two, and three year term and thereafter shall be appointed for a three-year term. Alternates shall be selected to replace persons who rotate off or otherwise leave the pool.

ARTICLE III: PROSCRIBED CONDUCT

1. Jurisdiction of the College

Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises or which adversely affects the College community and/or the pursuit of its objectives.

2. Conduct – Rules and Regulations

Any student found to have violated the Student Code of Conduct including, but not limited to, the following is subject to the disciplinary sanctions outlined in Article IV:

Abuse of the College's Judicial System

Abuse of the College's Judicial System is prohibited. Abuse includes, but is not limited to, the following:

- i. Failing to obey the summons of a judicial body or College official.
- ii. Falsifying, distorting, or misrepresenting information before a judicial body.
- iii. Disrupting or interfering with the orderly conduct of a judicial proceeding.
- iv. Instituting a judicial proceeding knowingly without cause.
- v. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
- vi. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
- vii. Harassing (verbally or physically) and/or intimidating a member of a judicial body prior to, during, and/or after a judicial proceeding.
- viii. Failing to comply with the sanction(s) imposed under the Student Code.
- ix. Influencing or attempting to influence another person to commit an abuse of the judicial system.

AIDING AND ABETTING

Aiding and abetting in the violation of College rules is prohibited. Anyone who aids or abets in the violation of College rules or who encourages the violation of rules may be considered just as responsible as the actual violator or offender and may be subject to the same sanctions as the actual offender.

ALCOHOL

The possession, use, manufacture, or distribution of alcohol while on College property, while participating in any College-sponsored activities or while conducting College business off-campus is prohibited except as expressly permitted by the law and College regulations. Public intoxication is also prohibited.

ARSON

Purposely attempting to set fire or burn any College building, furnishings, equipment or personal property is prohibited.

ASSEMBLY

Free and open assembly is permitted subject to reasonable time, place, and manner restrictions. For the purposes of this code, assembly is defined as an individual or group organizing for the purpose of communication. Use of College space should be requested through established facility reservation procedures. Student groups and organizations should request such use through the Student Life Center. Failure to adhere to the College's procedure regarding Assembly is prohibited.

BOMB / BOMB THREAT

Placing an explosive device or intentional imitation of such a device or threatening the placement of explosive devices on any College property, including surrounding areas, is prohibited.

CONTRACTS

Students are prohibited from entering into a contract with an outside agency using the name of the College. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

DAMAGE OR DESTRUCTION OF PROPERTY

Intentionally destroying or damaging College property or property of others on College premises or at College- sponsored activities is prohibited.

DISCRIMINATION/HARASSMENT

Discrimination or disparate treatment based on protected statuses or characteristics including race, color, ethnic or national origin, sex, sexual orientation, gender, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status is prohibited. No student shall engage in discrimination/harassment of another student, faculty, or staff member based on any protected status or characteristics. Retaliation against a person for reporting or objecting to discrimination or harassment is a violation of this policy, whether or not discrimination or harassment occurred.

DISHONESTY

Acts of dishonesty are prohibited. Dishonesty refers to, but is not limited to, fabrication, obtaining an unfair advantage, furnishing false information to any College official, faculty member or office, unauthorized access to computerized systems, and tampering with the election of any College-recognized student organization.

DISORDERLY CONDUCT

Disorderly conduct is prohibited. Disorderly conduct includes behavior that is disruptive, lewd, or indecent; involves a breach of the peace; or aids, abets, or procures another person to breach the peace on College premises or at functions participated in or sponsored by the College. Disorderly conduct includes:

- i. **College activities, on or off-campus, in all locations.**
- ii. **Authorized non-College activities, occurring on College property.**

DOMESTIC AND DATING VIOLENCE

Domestic and Dating Violence include sexual and/or physical abuse or threat of such abuse or other violence committed by someone who is a current or former spouse, current or former intimate or romantic partner, or someone who shares a child in common, or as otherwise defined under the laws of the Commonwealth of Pennsylvania.

FAILURE TO COMPLY

Failing to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested is prohibited.

FALSE ALARMS OR FALSELY REPORTED FIRE ALARMS

Setting, reporting or causing a false fire alarm is prohibited.

FIRE-PROTECTION EQUIPMENT

Tampering with or possessing College fire-protection equipment, including fire extinguishers, hoses, exit lights, smoke detectors, and alarm systems is prohibited.

FORGERY

Forging, altering, or misusing any College document, record, or instrument of identification is prohibited.

FRAUD

Acts of fraud are prohibited. Fraud is intentionally using deceit, trickery, or some dishonest means for profit or to gain some unfair or dishonest advantage. Fraud includes, but is not limited to:

- i. Falsifying timesheets to improperly receive compensation or credit for hours not worked.
- ii. Using, possessing, manufacturing, or distributing an access device, such as a credit/debit card or declining balance card, to obtain or attempt to obtain property or services with knowledge that the access device is counterfeit, altered or incomplete; the access device was issued to another person who has not authorized its use; the access device has been revoked or cancelled; or for any other reason the use of the access device is unauthorized by the issuer or the device holder.

GAMBLING

Gambling or holding a raffle or lottery on the campus or at any College function without proper College and other necessary approval is prohibited.

HAZING

Hazing, defined as any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a College-sponsored group or organization is prohibited.

ILLEGAL DRUGS AND SUBSTANCE ABUSE

The unlawful possession, use, or distribution of drugs and substances, illegal or unauthorized prescription drugs, or drug paraphernalia is prohibited on College premises. Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. In addition to College sanctions, students may be subject to federal and state laws that specify fines or imprisonment for conviction of drug-related offenses. Where appropriate or necessary, the College will fully cooperate with law enforcement agencies.

OBSTRUCTION OF PEDESTRIAN OR VEHICULAR TRAFFIC

Obstructing the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions is prohibited.

OBSTRUCTION OF TEACHING

Disrupting or obstructing class is prohibited. Classroom disruptions are defined as behaviors that continue after a warning and which a reasonable faculty member would view as being likely to substantially or repeatedly interfere with the conduct of a class. Examples may include, but are not limited to: unauthorized use of cell phones, pagers, portable CDs, electronic games, and all other electronic devices in the classroom; persistent speaking without being recognized; talking with classmates while the faculty member (or another

student who has the floor) is talking; entering class late; leaving class early; or leaving and returning to class while class is in session without permission.

PHYSICAL/VERBAL ABUSE

Physically abusing, assaulting, or verbally abusing any person is prohibited.

POSTING POLICY

Failure to follow the College's Posting Policy is prohibited. All postings must conform to all applicable College policies. Specifically, postings must adhere to the College's Statement of Mission and Affirmative Action Statement. To that end, both "Public" and "College" corkboards will be provided throughout the College.

- i. Posting of flyers, leaflets, promotional materials, etc., is prohibited in College Buildings except at designated corkboards and kiosks.
- ii. Postings that advertise goods or services, events, sales or activities not sponsored by the College may only be posted on the corkboard or kiosk identified as a "Public Board."
- iii. Postings that advertise College events or activities and postings that are intended to make students and/or faculty and staff aware of College-related issues are to be posted on the corkboard or kiosk identified as a "College Board." All postings on the "College Boards" must include sponsoring College office or department name and contact information, e.g., phone, email, web address.
- iv. No more than one event notice or posting is permitted per location. Multiple copies of the same flyer are not permitted at a single location.
- v. All postings on the "Public Boards" will be removed on the 15th and 30th of each month.
- vi. All postings on "College Boards" will be removed on the 30th of each month.
- vii. The size of postings on the "Public Board" cannot exceed 8-1/2" x 11" inches unless prior approval is received from the Office of Student Life.
- viii. The size of postings on the "College Board" cannot exceed 22" x 28" inches.
- ix. Postings in non-authorized areas of College Buildings will be taken down immediately. Disciplinary and/or legal actions may be pursued against individuals in violation of this policy.

RETALIATION

Retaliation against any individual for filing a complaint in good faith, or for assisting in the investigation of such complaint is prohibited

SEXUAL ASSAULT

Sexual assault includes any of the following: (a) any intentional, unconsented touching, or threat or attempt thereof, of: (i) an intimate bodily part of another person, such as a sexual organ, buttocks or breast; (ii) any bodily part of another person with a sexual organ; or (iii) any part of another person's body with the intent of accomplishing a sexual act; (b) disrobing of another person without the other's consent or purposeful exposure of one's genitals to another without the other's consent; or (c) forcing or attempting to force, another person to engage in sexual activity of any kind without their consent. Consent in sexual activity is defined in Pennsylvania in accordance with its plain and common meaning. Consent means words or actions that show a knowing and voluntary agreement to engage in mutually agreed sexual activity. Consent must be ongoing through sexual activity and can be revoked at any time. Assent (an affirmative statement or action) shall not constitute consent if it is given

by a person who is unable to make a reasonable judgment concerning the nature or harmfulness of the activity because of their intoxication, unconsciousness, youth, mental deficiency or incapacity, or if the assent is the product of threat or coercion. Consent to prior sexual activities does not constitute consent to future acts.

SEXUAL HARASSMENT

Sexual harassment is prohibited. Unwelcome verbal or physical conduct based on sex or gender that which is severe or pervasive enough to a reasonable person that it substantially interferes with a student’s academic (or work) performance, or creates an intimidating, hostile, or offensive environment is considered sexual harassment. This form of harassment may include acts of intimidation, aggression or hostility based on sex or sex-stereotyping, even if the acts do not involve conduct of a sexual nature.

SMOKING

Smoking is prohibited in any building including classrooms, gymnasium, restrooms, laboratories, or other internal spaces on campus.

SOLICITATION

No individual or company may solicit or sell on campus for personal gain. Use of campus property to solicit donations, make sales, or recruit is restricted to the College, College-recognized organizations, departments, and College-sponsored programs and activities. Prior approval must be obtained from the office under whose jurisdiction the organization or the department operates. Failure to follow these rules is prohibited.

STALKING

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer severe emotional distress; or as “stalking” is otherwise defined by the Commonwealth of Pennsylvania. One engages in an impermissible course of conduct if one engages in two or more acts that include, but are not limited to acts in which the stalker directly, indirectly, or through third parties, by any action, method, or device or means, follows, monitors, observes, surveils, threatens, or communicates about a person in a way prohibited as described above, or interferes with a person’s property.

TECHNOLOGY

Abuse of the College’s technology is prohibited. Violations consist of theft and/or other abuse of computer time, including but not limited to:

- i. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
- ii. Unauthorized transfer of a file.
- iii. Unauthorized use of another individual’s identification and/or password.
- iv. Use of computing facilities to interfere with the work of another student, faculty member, or College official.
- v. Use of computing facilities to send obscene, abusive, or threatening messages.
- vi. Use of College computers to visit lewd and indecent web sites except for educational purposes.
- vii. Use of computing facilities to interfere with normal operation of the College computing system.

THEFT AND/OR POSSESSION OF STOLEN PROPERTY

Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or removing or using College property for personal, political, or social purposes without authorization or permission is prohibited.

THREATENING BEHAVIOR/HARASSMENT/BULLYING

Threatening, intimidating, harassing, bullying, coercing and/or engaging in other conduct which is threatening or endangering to the health or safety of any person is prohibited.

TRASH

No student shall deposit, dump, litter, or otherwise dispose of any refuse on College property, except in duly designated refuse depositories.

UNAUTHORIZED ENTRY

Unauthorized entry to or use of College premises or unauthorized possession, duplication, or use of keys to any College premises is prohibited.

VANDALISM

All acts of vandalism are strictly prohibited and will not be tolerated on College property.

VIOLATION OF COLLEGE RULES AND REGULATIONS

Violating published College policies, rules or regulations is prohibited. Students are expected to promptly report conduct or activity which poses a danger to the community or its members.

VIOLATION OF FEDERAL, STATE, OR LOCAL LAW

Violating federal, state, or local law on College premises or at College-sponsored or supervised activities is prohibited. All students are subject to the laws of the Commonwealth of Pennsylvania and the City of Philadelphia. Any violations while on campus or on College-sponsored activities will result in disciplinary procedures, which may include the involvement of local authorities.

WEAPONS/DANGEROUS CHEMICALS

Possession of firearms, explosives, knives, other weapons, or dangerous chemicals on College premises or College-sponsored or supervised activities is prohibited. However, authorization may be granted or denied by the College.

CONDUCT- ACADEMIC INTEGRITY

The Community College of Philadelphia is dedicated to fostering the intellectual and personal development of its students, and to promoting an environment that exemplifies the College's core values, including Integrity, Academic Excellence, and a Commitment to Teaching and Learning. Academic Integrity requires respect for, and acknowledgement of, the work and efforts of others. It is essential to a high level of teaching and learning. Academic integrity emphasizes fairness, honesty, and responsibility in all academic endeavors and communications, on the part of both faculty and students.

RIGHTS AND RESPONSIBILITIES**FACULTY**

- i. It is the responsibility of faculty to know and execute College policies regarding academic integrity in a fair and diligent manner.
- ii. It is the responsibility of faculty to inform students of class expectations and assessment guidelines in a timely manner.
- iii. It is the right of faculty to work within the College in an environment of discernible, structured guidelines of due process concerning matters of academic integrity.

iv. It is the right and responsibility of faculty to participate in a fair and equitable process concerning any allegations of violations of academic integrity.

STUDENTS

i. It is the responsibility of students to familiarize themselves with College and class policies regarding academic integrity, and to seek clarification if needed.

ii. It is the responsibility of students to comply with College and class policies regarding academic integrity.

iii. It is the right of students to be informed of any alleged violations and possible sanctions concerning academic integrity.

iv. It is the right of students to receive due process concerning alleged violations of academic integrity, including an appeal process.

VIOLATIONS OF ACADEMIC INTEGRITY

Violations of academic integrity can include, but are not limited to, cheating and plagiarism. Cheating is an intentional effort at deception or gaining of an unfair advantage in completing academic work. Plagiarism is the act of appropriating the work of another person and passing it off as one's own. Any student who assists another in an activity that constitutes a violation of academic integrity is also responsible and accountable for such a violation.

The following list is not exhaustive, but includes some common examples of plagiarism and cheating:

i.. copying original ideas, images, words, or design elements and using them without proper citation or permission of the author

ii. Creating a bibliography with fabricated sources or citing sources as references that were not used in the preparation of the report or essay

iii. Deceiving the instructor to get more time for an assignment or examination

iv. Hiring someone to write an essay or complete other assignments

v. Collaborating with classmates or others on an assignment when the class rules explain that only individual work is permitted

vi. Using unauthorized electronic devices or software during an examination

vii. Allowing other students to copy exam responses or homework assignment answers so that they can pass it off as their own work

Violations of academic integrity will open a student to disciplinary action.

ACADEMIC AUTHORITY

a.) The term "Academic Integrity Hearing Committee" means a College committee which is authorized under certain circumstances to determine whether a student has violated the Academic Integrity section of the Student Code of Conduct and to impose sanctions upon students found to have committed such violations.

b.) The Academic Integrity Hearing Committee shall be composed of three individuals: a member of the faculty, a student, and a member of the administration. All members shall serve on an annual basis. In consultation with the Vice President for Academic and Student Success faculty

representatives shall be appointed by the Faculty and Staff Federation, and student representatives shall be appointed by the Student Government Association.

- c.) The Academic Integrity Hearing Committee shall hear cases at the discretion of the Judicial Affairs Officer. Three members of the committee must be present for the purpose of conducting a hearing (one person from each constituent group of faculty, administration, and students), one of whom shall be designated as Chairperson of that hearing by the Judicial Affairs Officer.
- d.) Sanctions resulting from an Academic Integrity violation are subject to an appeals process, as detailed in the Student Code of Conduct.

UNDERSTANDING AND COMMITMENT

The College's approach to disciplinary action concerning matters of academic integrity is informed by its commitment to fostering a broad culture of academic integrity that transcends particular classrooms or course work. In the interest of the justice and effectiveness of its policies and procedures, the College engages in continued efforts to assure that students understand the meaning and importance of academic integrity. Every student has access to the College's full policy on academic integrity, and faculty are required to promote and model academic integrity in all endeavors.

REPORTING

Faculty are responsible for detecting and reporting any suspected violations of academic integrity. Whenever it is the judgment of a faculty member that a student has committed a violation of academic integrity, it is his/her responsibility to do the following:

- i. Document evidence of suspected wrongdoing and keep records of relevant communications with the student,
- ii. Contact the student concerning the suspected violation, allowing the student the opportunity to respond,
- iii. Notify the Judicial Affairs Officer of every act that upon his/her judgment constitutes a violation of academic integrity,
- iv. Inform the student that the alleged violation has been reported to the College, and
- v. Inform the student of what consequences may occur within the course as a result of the violation.

All alleged violations of academic integrity are tracked. The Judicial Affairs Officer as well as the appropriate Department Head and Academic Dean are notified each time a suspected violation of academic integrity is reported.

JUDICIAL PROCEDURES

The judicial process for issues involving academic integrity follows the standard judicial process detailed in Article IV of the Student Code of Conduct, with the following exceptions:

- i. An Academic Integrity Hearing Committee will hear these cases, not a Judicial Affairs Hearing Committee;
- ii. The list of concerned parties to be informed of Academic Integrity cases always includes the instructor, the Department Head, and the Division Dean.

SANCTIONS

- a.) Any one or more of the following sanctions may be imposed upon any student found to have committed an academic integrity violation, as defined by the Student Code of Conduct:
 - i. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
 - ii. Probation – A written reprimand for violation of specified regulations. Probation lasts for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

- iii. Discretionary Sanctions – Work assignments, service to the College or other related discretionary assignments (Such assignments must have the prior approval of the Academic Integrity Officer).
 - iv. Academic sanctions assigned by faculty.
 - v. College Suspension – Separation of the student from the College for a designated period of time, after which the student may apply for readmission to the College. Conditions for readmission may be specified.
 - vi. College Expulsion – Permanent separation of the student from the College. Expulsion requires the approval of the College President.
- b.) More than one of the sanctions listed above may be imposed for any single violation.
- c.) Progressive Discipline – Students who violate the Student Code of Conduct on separate occasions are subject to more severe sanctions with each repeated offense, whether or not the violations may be similar in nature.
- d.) Other than College expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the confidential disciplinary record. Cases involving the imposition of sanctions other than College suspension or expulsion shall be expunged from the student’s confidential disciplinary record five (5) years from graduation or last date of attendance.
- e.) The following sanctions may be imposed upon groups or organizations
- i. Warning, Probation, or Discretionary Sanctions, as described above in section (a).
 - ii. Deactivation and loss of all privileges, including College recognition, for a specified period of time.
- f.) In each case in which an Academic Integrity Hearing Committee concludes that a student has violated the Student Code of Conduct, the sanction(s) shall be determined and imposed by the Judicial Affairs Officer.
- g.) The recommendations of the Academic Integrity Hearing Committee shall be considered by the Judicial Affairs Officer in determining and imposing sanctions. However, the Judicial Affairs Officer is not limited to imposing the sanctions recommended by the Academic Integrity Hearing Committee.
- h.) Within five (5) school weekdays following the attainment of an informal resolution, or following the conclusion of a formal hearing, the Judicial Affairs Officer shall advise the student in writing of his/her determination and of the sanction(s) imposed, if any, with copies to the appropriate instructor, Department Head, and Division Dean.

APPEALS PROCEDURE

- a.) If the matter remains unresolved and the student wishes to appeal, he/she may petition the Student Appeals Committee to hear the case and resolve it. A petition form can be obtained from an Appeals Advisor or from the Office of the Dean of Students.
- b.) The Appeals Committee shall arrange a hearing no later than ten (10) school weekdays from the date of receiving the petition. The Appeals Committee shall provide a copy of the petition to the appropriate faculty member, Department Head, Division Dean, and the Judicial Affairs Officer.
- c.) The Appeals Committee shall receive all written materials from all previous steps in the process, prior to the scheduled hearing, and shall listen to the student’s arguments as well as relevant witnesses, seeking to ascertain whether there is clear evidence that the student has violated the Student Code of Conduct.

- d.) The Appeals Committee shall convey its decision to the student in writing within five (5) school weekdays of the date the appeals hearing is held. The Appeals Committee shall send copies of its decision to the appropriate instructor, Department Head, Division Dean, and the Judicial Affairs Officer.
- e.) If a matter remains unresolved after an appeals hearing and the student wishes to further appeal, then the student must submit a written request within ten (10) school week days of the Appeals Committee's decision. A meeting with the Vice President for Academic and Student Success will be arranged. In attempting to resolve the matter, the Vice President for Academic and Student Success shall request the presence of the involved parties and seek information from them about the claim, evidence, and proposed solutions generated in previous steps of the process. Within fifteen (15) school weekdays of the student's request for an appeal, the Vice President for Academic and Student Success shall report his/her resolution of the matter to the student in writing, with copies to the appropriate instructor, Department Head, Division Dean, and the Judicial Affairs Officer.
- f.) The decision of the Vice President for Academic and Student Success shall be final.

Violation of Law and College Discipline

- a.) If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for misconduct which demonstrates flagrant disregard for the College community.
- b.) College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- c.) When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the condition imposed by the criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: JUDICIAL POLICIES

1. Charges and Hearings

- a.) Students are expected to abide by College rules and regulations both inside and outside the classroom. The College believes that a strong system of disciplinary procedures that includes both formal and informal approaches will facilitate reporting, and resolution of, complaints.
- b.) Any member of the College community may file charges for misconduct against any student. Charges should be submitted as soon as possible after the event takes place, preferably within 24 hours of the occurrence. Unless warranted by exceptional circumstances, the submission of charges shall not exceed 30 days after occurrence.
- c.) The Judicial Affairs Officer may conduct an investigation to determine whether the charges have merit and/or whether they can be disposed of administratively by mutual consent of the parties

involved through an informal disciplinary procedure. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Affairs Officer may later submit the case to the Judicial Hearing Committee for a formal hearing.

d.) In the event of a major incident, the Office of Security should be contacted immediately. Security shall investigate the incident to determine the best course of action. Security shall submit an incident report as soon as possible after the event takes place, preferably within 24 hours of notice of the occurrence.

e.) All charges shall be presented to the accused student in writing. A time shall be set for a hearing, normally, not less than five (5) or more than fifteen (15) school weekdays after the student has been notified. The time limits for the scheduling of hearings may be extended at the discretion of the Judicial Affairs Officer. A student may request to waive the minimum time limit of five (5) school weekdays in order to have a hearing sooner, but must do so in writing.

2. Informal Disciplinary Procedures

a.) Informal disciplinary procedures are appropriate when all parties involved voluntarily agree to engage in a conciliation and mediation process.

b.) Informal procedures shall include resolution of the incident, including appropriate sanctions.

c.) When a resolution is reached that is satisfactory to all concerned parties (Complainant, the charged student, and Judicial Affairs Officer), the disciplinary process shall be terminated. However, if a case cannot be resolved satisfactorily through the informal disciplinary procedures, it shall be forwarded to the Judicial Hearing Committee for a formal hearing.

d.) Whenever appropriate, minor violations committed on College property or during off campus college- sanctioned events shall be dealt with through an informal disciplinary process.

e.) Depending on the incident, the Judicial Affairs Officer may either meet with the Complainant and the charged student to resolve the issue or refer the student to a member of the Community College of Philadelphia counseling staff for mediation.

3. Formal Hearings

a.) Formal hearings shall be conducted by the Judicial Hearing Committee according to the following guidelines:

i. In hearings involving more than one accused student, the Chairperson of the Judicial Hearing Committee, at his or her discretion, may permit the hearings concerning each student to be conducted separately.

ii. The accused student, the Complainant, and any other College witnesses will be informed of the date and time of the hearing through College email. Hearings shall be conducted in private. The Complainant, the accused students, and their advisors, if any, shall be allowed to attend the Hearing (excluding any deliberations). The Complainant and the accused have the right to be assisted by any advisor they choose, including designated advisors from the College. The advisor may be an attorney; in such cases, the individuals engaging such advice are responsible for any expenses that they incur. Whenever the Complainant and/or the accused decide to have representation at the hearing, he/she must inform the Judicial Affairs Officer at least seventy-two (72) hours prior to the scheduled hearing. The Complainant and/or the accused is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body. If the advisor attempts to

directly participate in the hearing, the advisor shall be directed to leave. If he/she refuses, the hearing shall be discontinued and adjudication left to the discretion of the Judicial Hearing Committee, as applicable. (In the event an alleged victim of sexual assault, dating or domestic violence, or stalking, is not also the Complainant in the case, the victim will be afforded the same procedural rights as a Complainant).

iii. The Complainant and the accused shall have the privilege of presenting witnesses and engaging in reasonable examination by directing questions to the Chairperson at the judicial hearing. Members of the Judicial Hearing Committee may also engage in the questioning of the parties and witnesses and may also consider evidence from other witnesses and interested parties.

iv. The accused student will not be compelled to answer questions, and no inference may be drawn from the accused student's failure to answer questions. No person will be compelled to answer questions that could incriminate themselves.

v. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Judicial Hearing Committee at the discretion of the Chairperson.

vi. All procedural questions are subject to the final decision of the Chairperson of the Judicial Hearing Committee.

vii. The Judicial Hearing Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the accused student, Complainant, alleged victim, or other witnesses during the hearing by providing separate facilities, permitting participation by telephone, video conferencing or other means.

viii. After the hearing, the Judicial Hearing Committee shall determine whether the student has violated each section of the Student Code which the student is charged with violating.

ix. The Judicial Hearing Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.

b.) Except in the case of a student charged with failing to obey the summons of the Judicial Affairs Officer or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

4. Sanctions

a.) Any one or more of the following sanctions may be imposed upon any student found to have violated the Student Code:

i. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.

ii. Probation – A written reprimand for violation of specified regulations. Probation lasts for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.

iii. Loss of Privileges – Denial of specified privileges for a designated period of time.

- iv. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - v. Discretionary Sanctions – Work assignments, service to the College or other related discretionary assignments (Such assignments must have the prior approval of the Judicial Affairs Officer).
 - vi. Academic sanctions assigned by faculty.
 - vii. College Suspension – Separation of the student from the College for a designated period of time, after which the student may apply for readmission to the College. Conditions for readmission may be specified.
 - viii. College Expulsion – Permanent separation of the student from the College. Expulsion requires the approval of the College President.
- b.) More than one of the sanctions listed above may be imposed for any single violation.
- c.) Progressive Discipline – Students who violate the Student Code of Conduct on separate occasions are subject to more severe sanctions with each repeated offense, whether or not the violations may be similar in nature.
- d.) Other than College expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the confidential disciplinary record. Cases involving the imposition of sanctions other than College suspension or expulsion shall be expunged from the student’s confidential disciplinary record five (5) years from graduation or last date of attendance.
- e.) The following sanctions may be imposed upon groups or organizations:
 - i. Those sanctions listed above in Section 4a.) i. through v.
 - ii. Deactivation and loss of all privileges, including College recognition, for a specified period of time.
- f.) In each case in which a Judicial Hearing Committee determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Affairs Officer.
- g.) In cases in which persons other than, or in addition to, the Judicial Affairs Officer have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the Judicial Affairs Officer in determining and imposing sanctions. However, the Judicial Affairs Officer is not limited to imposing the sanctions recommended by the judicial body.
- h.) Following the hearing, the Judicial Affairs Officer shall advise the accused in writing of his or her determination and of the sanction(s) imposed, if any, within five (5) school weekdays. At the same time, the student shall be informed of his/her right to appeal and provided with: (1) Appeals Form A; (2) written information about the appeals procedures; (3) and the names and College locations and telephone numbers of the Student Appeals Advisors.
- i.) Where the conduct involved a charge of a crime of violence, as defined by the Family Educational Rights and Privacy Act (“FERPA”), the Judicial Affairs Officer will also provide written notice to the accuser of the final outcome and any sanctions (after any appeals). (Crimes of Violence include arson, assault offenses, burglary, criminal homicide, destruction/damage/vandalism of property, kidnapping/abduction, and sexual offenses.)

j). Where the conduct matter involved a charge of sexual assault, domestic violence, dating violence, or stalking, the alleged victim will be notified in writing at the same time as the accused student of: (a) the outcome of any disciplinary proceedings arising from the accusation(s) and the rationale for the decision; (b) the procedures to appeal the outcome, if so desired; any changes to the outcome prior to the outcome becoming final; and the final determination and sanction, if any, following any appeal or when the appeal period elapses.

k). Complainants who are College Officials, including Faculty, and are determined to have a legitimate educational interest in learning the final outcome of a disciplinary matter may be advised of the final outcome. A legitimate educational interest arises where the College Official has a need to know information in order to fulfill his/her/their professional responsibilities.

5. Interim Suspension

In certain circumstances, the Vice President for Academic and Student Success, or a designee, may impose a College suspension prior to the hearing before a Judicial Hearing Committee.

a.) Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the College.

b.) During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible as the Vice President for Academic and Student Success or the Judicial Affairs Officer may determine to be appropriate.

6. Informal Procedures for Handling Disruptive Behavior and Obstruction of Teaching in the Classroom

Any behavior that threatens or disrupts the normal academic process must be discouraged and stopped. Interference with faculty of the College in the performance of their duties must be regarded as unacceptable and a disregard for the rights of other students in the class. When such behavior occurs in the classroom, it will be managed promptly following these procedures:

a.) The student shall be asked and given an opportunity by the instructor to stop the specific disruptive behavior immediately. This may include asking the responsible student to step outside the classroom for a brief, private conversation to explain that such disruptive behavior will not be tolerated.

b.) If the disruptive behavior persists, the instructor may ask the responsible student to leave class for that class period. When necessary, the College's security personnel will be called to escort the student out of the classroom. Faculty may also consult with the respective Department Head for assistance in managing the behavior.

c.) If upon return to the subsequent class session the student continues to exhibit disruptive behavior, the instructor may for a second time ask the responsible student to leave the class. When necessary, the College's security personnel will be called to escort the student out of the classroom.

d.) Following a second removal from class, the instructor shall immediately complete a Behavioral Reporting Form, which will be forwarded to the Judicial Affairs Officer. In the report, the instructor may request an interim period of removal from class.

- e.) When the nature or severity of an incident makes it inappropriate to allow a student to return to a classroom, as determined by the Judicial Affairs Officer, the student may be subject to an interim period of removal from class pending the outcome of formal hearing.

7. Disciplinary Records

All records of disciplinary action shall remain confidential and separate from academic records. Such records shall be maintained in the Office of the Dean of Students and shall not be available to unauthorized persons on campus or to any person off campus, without the student's expressed written permission. Exceptions shall be made only under the conditions specified in the Family Education Rights and Privacy Act of 1974, as amended, by the Clery Act, Title IX, the Violence Against Women Act, under a court order or subpoena, or as otherwise required by law. All records of case decisions shall be maintained by the Office of the Dean of Students for five (5) years from graduation or last date of attendance.

STUDENT APPEALS PROCEDURE

1. Student Appeals Committee

In the interest of due process for students, the College has established and maintains a Student Appeals Committee and an appeals process.

- a.) The Student Appeals Committee shall be composed of four students appointed by the recognized Student Government Association or such office or committee as represents the interest of all Community College of Philadelphia students; four faculty members shall be appointed by the Faculty and Staff Federation; and four administrators shall be appointed by the President of the College.
- b.) In appointing representatives to the Appeals Committee, the three appointing bodies named above will consider College-wide balance. The intention is to have a Committee dedicated to the fair administration of the appeals process, and able to grasp collectively a full range of academic and disciplinary appeals issues. The principle of balance may place members on the Committee from a range of disciplines and fields of study.
- c.) The three appointing bodies are encouraged to appoint alternates, as well as members, to the Appeals Committee and draw upon the pool of active alternates in appointing new members. Active alternates are those who have gained perspective and experience by attending hearings and meetings of the Committee.
- d.) Terms of office for Student Appeals Committee members will be as follows: members will serve four-semester terms, staggered so that the term of one of the four delegated members will end each semester and, except in the case of reappointments, a new member will begin each term.

2. Appeals Advisors

In consultation with the Division Deans, Appeals Advisors will be assigned to assist students with the appeals process. Student Appeals Advisors will lend orientation and assistance to students wishing to make use of the College appeals process. It will be the work of an Appeals Advisor to help the student evaluate his or her case, inform the student about preparing his or her supporting materials, and act as an advisor, but not an advocate, during any hearings held for the student. The student may be accompanied to a hearing by a Student Appeals Advisor or another consultant of his/her choice. Appeals Advisors are not permitted to participate in appeals hearings.

3. Appeals Hearings

- a.) Appeals hearings will generally be held with at least five (5) school weekdays' advance notice to the parties concerned.
- b.) Appeals Committee members will be given time to read written appeals materials before hearing the student and other witnesses.

- c.) All documents generated in earlier stages of an appeal will be made available to the Committee.
- d.) Hearings will be informal, without sworn testimony or active participation of advisor, legal counsel or other consultant, but with full opportunity for the student and others concerned in the case to present relevant arguments and information.
- e.) The Appeals Committee may schedule more than one hearing date and time if it is presented with new evidence for which the student appellant, legal counsel, or the concerned faculty members or administrators may need time to prepare an appropriate response. If necessary, Committee deliberations may be continued on another day.
- f.) Administrative support will be given to the Student Appeals Committee as needed, for correspondence, copying, and controlled distribution of documents and maintenance of records.

4. Appeals Procedure for Disciplinary Matters

- a.) When a student has been informed of a disciplinary decision in his/her case, the student may abide by the decision or, within five (5) school weekdays, complete and submit Appeals Form A to the Student Appeals Committee, through the Office of the Dean of Students. Appeals Form A encompasses the student's appeal and the rationale for the appeal, including an attached narrative which describes in detail the circumstances that led to the disciplinary action. In filing Form A, the student also makes a commitment to attend the interview or other hearings that shall be held on the appeal. In circumstances of sexual assault, domestic violence, dating violence, and/or stalking, the alleged victim has the same right to appeal the Judicial Hearing Officer's decision or respond to the accused student's appeal. An accused student will have five days to respond to the alleged victim's appeal in such cases.
- b.) In cases involving a reprimand or probation, the Student Appeals Committee will arrange and hold a hearing not later than ten (10) school weekdays after receiving the student's (or alleged victim's) written appeal. When the College's disciplinary action involves suspension or expulsion, the Student Appeals Committee will arrange and hold a hearing for the student not later than five (5) school weekdays after receiving the student's written appeal, with the following exceptions:
 - i. If the Vice President for Academic and Student Success chooses to allow a suspended student to attend classes pending the outcome of an appeal, the hearing will be held within ten (10) school weekdays after the Student Appeals Committee receives the student's written appeal.
 - ii. If the student intends to submit additional supportive documentation so extensive that Student Appeals Committee members cannot fairly evaluate it during a hearing, the student may expect a hearing to be scheduled as much as three (3) school weekdays later than the day such documentation is received by the Committee.
- c.) The Student Appeals Committee, in conducting a hearing, will consider all information submitted by the student appellant, the College, the Complainant, and the relevant witnesses, and will inform the student and the Judicial Affairs Officer of its decision promptly and informally, as well as in writing within five (5) school weekdays. Where the conduct involved a charge of sexual assault, sexual violence, domestic violence, dating violence, or stalking, the alleged victim will be notified at the same time as the accused student and provide the rationale for its decision.
- d.) If the student disputes the decision of the Student Appeals Committee, the student may, within ten (10) school weekdays after a decision has been rendered, petition the President of the College or his designee for a review of that decision. Where the conduct involved a charge of sexual

assault, sexual violence, domestic violence, dating violence, or stalking, the alleged victim may, within ten (10) school weekdays after a decision has been rendered, petition the President of the College or his designee for a review of the decision. The other party may respond to the other's appeal within five (5) school weekdays. The decision of the President shall be final.

e. Where the conduct involved a charge of a crime of violence, as defined by the Family Educational Rights and Privacy Act ("FERPA"), the President or his designee will also provide written notice to the accuser of the final decision and any sanctions.

f). Where the conduct matter involved a charge of sexual assault, domestic violence, dating violence, or stalking, the alleged victim will be notified in writing at the same time as the accused student of the final determination and any sanctions (and the rationale for the decision.

g). Complainants who are College Officials, including Faculty, and are determined to have a legitimate educational interest in learning the final outcome of a disciplinary matter may be advised of the final outcome. A legitimate educational interest arises where the College Official has a need to know information in order to fulfil his/her/their professional responsibilities.

1. Appeals Procedures for Final Grades or Faculty Recommendations for Administrative Withdrawal Alleged to have been Conferred in a Prejudiced or Capricious Manner. A student may appeal a final grade if he or she believes the grade has been conferred in a prejudiced or capricious manner. The responsibility of the burden of proof rests with the student, including producing any documentation used for calculating the final grade. In situations where the instructor has maintained possession of documentation relating to a final grade, the instructor will be responsible for producing this documentation.

A student may also appeal a recommendation by the faculty in a specific curriculum for an administrative withdrawal from a course/curriculum on the basis of a claim that the faculty's withdrawal recommendation was capricious or prejudiced.

See Students Rights section of the College's Student Code of Conduct, the "Appeal Rights."

The student must then follow all steps for appeal in these categories. The procedure shall be as follows:

a.) The student may initiate an appeal of a final grade or administrative withdrawal no later than one (1) semester (not counting summer sessions) beyond the completion of the course for which a disputed grade/faculty recommendation was given. If the student meets the time frame for initiating an appeal, the student must discuss the case with the instructor or recommending faculty in an attempt to resolve the dispute.

b.) If the student and the instructor or recommending faculty are not able to resolve the matter, the student may consult an Appeals Advisor at this point and throughout the appeals process. This step is strongly endorsed by the Appeals Committee, but is not required.

c.) If the student is dissatisfied with the outcome of his/her discussion with the instructor or recommending faculty and wishes to further the appeal, the student must submit a letter to the Department Head requesting an interview and attach it to an Appeal Form (available in the Division Offices). The student must contact the Department Head within ten (10) school weekdays of the meeting/discussion with the instructor or recommending faculty. The Department Head will reply in writing confirming an appointment. Within ten (10) school weekdays of receiving the student's letter and Appeal Form, the Department Head will hear the student's complaint; investigate the claims and attempt to resolve the matter with the instructor or recommending faculty; and send a concluding letter to the student with copies to the instructor or recommending faculty and the Division Dean.

d.) If the matter remains unresolved and the student wishes to further the appeal, the student must submit a letter to the Division Dean requesting an interview. The student must contact the Division Dean within ten (10) school weekdays of the previous decision. The Division Dean will reply in writing confirming an appointment. In attempting to resolve the matter, the Division Dean will hear the complaint, will seek information from the instructor or recommending faculty, Appeals Advisor and Department Head, and may arrange a conference with the student, the Department Head and the instructor or recommending faculty. The Division Dean will send a concluding letter to the student, with copies to concerned parties. This step must be completed within fifteen (15) school weekdays of the student's request to the Division Dean.

e.) If the matter remains unresolved and the student wishes to further the appeal, the student must submit a letter to the Vice President for Academic and Student Success. The student must contact the Vice President for Academic and Student Success within ten (10) school weekdays of the previous decision. The Vice President for Academic and Student Success will request the presence of the involved parties; seek and be given full information from them about the claim, evidence, and proposed solutions generated in previous steps of the process; and attempt to resolve the matter. The Vice President for Academic and Student Success will send a concluding letter to the student, with copies to concerned parties. This step must be completed within fifteen (15) school weekdays of the student's request to the Vice President for Academic and Student Success.

f.) If the matter remains unresolved and the student wishes to further the appeal, the student must petition the Student Appeals Committee to hear the case and resolve it. The student must contact the Appeals Committee within ten (10) school weekdays of the previous decision. A petition form can be obtained from an Appeals Advisor. In filing this petition, the student makes a commitment to attend the interview and/or other hearing that shall be held on the appeal.

g.) The Appeals Committee must arrange a hearing no later than ten (10) school weekdays from the date of receiving the petition. A copy of the petition will be given to the instructor or the recommending faculty, the Department Head, the Division Dean and the Vice President for Academic and Student Success by the Chairperson of the Appeals Committee at least three (3) school weekdays prior to the Appeals hearing.

h.) The Appeals Committee will request a review of all written materials from all previous steps and hearings in the appeals process, prior to the scheduled hearing, and will listen to the student's arguments and to relevant witnesses, seeking to ascertain whether there is clear evidence that the instructor or recommending faculty assigned the challenged grade/recommendation for withdrawal capriciously or with prejudice. If there is no such evidence, the Appeals Committee will deny the appeal, and the decision with respect to the grade/recommendation made at the previous steps will be considered final. If the Appeals Committee decides that the student has been subjected to a capricious or a prejudiced faculty decision, the Committee will recommend that the instructor/recommending faculty re-evaluate the student's performance/record without caprice or prejudice. The Appeals Committee will convey its decision to the student in writing within (5) school weekdays of the date the decision is reached, with copies to concerned parties.

i.) The instructor or recommending faculty will respond to the Appeals Committee within (5) school weekdays, advising the student in writing of the decision either to hold the original grade/recommendation, or to change the grade/recommendation. The instructor or recommending faculty will also in form the Department Head of his/her/their decision in writing, attaching a copy of the correspondence to the student. The Department Head will inform the Division Dean, the Vice President for Academic and Student Success and the Student Appeal Committee.

j.) If still dissatisfied, the student may, if he/she acts within (5) school week days after receipt of the instructor's or recommending faculty's letter regarding his/her/their decision, and again appeal to the Appeals Committee. The Appeals Committee, within ten (10) school weekdays, and working through the

Department Head, will select and charge faculty members in the department within the appropriate discipline as a committee to develop criteria and procedures to re-evaluate the student's academic performance.

- k.) Within five (5) school weekdays, the Departmental Committee described above will either:
 - i. Re-evaluate the student's performance, make a decision, and assign the appropriate grade for the course; or
 - ii. Re-evaluate the student's performance and recommend, but not require that the student complete additional academic work within a mutually agreed time span, and then make a decision and assign the appropriate grade for the course.
- l.) After receiving the evaluation and the grade conferred by the Departmental Committee, the student may, if he/she files a request within five (5) school weekdays, indicate his/her dissatisfaction with the grade and request that the Appeals Committee authorize the Director of Records and Registration to remove the course and the grade from the student's record.
- m.) Upon receipt of such a request from the student, the Appeals Committee will meet and decide whether to direct the Director of Records and Registration to delete the course and grade from the student's record. The decision of the Appeals Committee shall be final.

2. Appeals Procedure for Matters in the Classroom

The purpose of the following procedure is to resolve as fairly, and as quickly as possible, any matter in which a student claims that his/her academic rights in the classroom have been violated. (Students whose claims might more appropriately be pursued with the Affirmative Action Officer or other agencies will be so advised.)

- a.) The student who wishes to lodge a complaint under this procedure should do so in order to ensure that if the complaint is valid, a practical remedy will be available. In any case, such complaints may be lodged no later than one (1) semester beyond the completion of the course in which the student alleges a violation of his/her academic rights has occurred.
- b.) As a first step, the student must seek to discuss the case with the instructor and to resolve the dispute.
- c.) If the student is not able to resolve the matter with the instructor, the student may consult with an Appeals Advisor. This step is strongly endorsed by the Appeals Committee, but is not required.
- d.) If the matter remains unresolved and the student wishes to further the appeal, the student must write a letter to the Department Head requesting an interview within ten (10) school days of the previous decision. The Department Head will reply in writing to confirm the appointment. Within ten (10) school weekdays of receiving the student's letter, the Department Head will hear the student's complaint, investigate the claims, attempt to resolve the matter with the instructor, and send a concluding letter to the student with copies to the instructor and Division Dean.
- e.) If the matter remains unresolved and the student wishes to further the appeal, he/she must write to schedule an appointment to discuss his/her grievance with the Division Dean within ten (10) school days of the previous decision. The Division Dean will reply in writing to confirm the appointment. The Division Dean will hear the complaint; will seek information from the instructor, Appeals Advisor and Department Head; may arrange a conference with the student, the Department Head and the instructor; and will attempt to resolve the matter. The Division Dean will send a concluding letter to the student, with copies to concerned parties. Step E should be completed within fifteen (15) school weekdays of the student's request to the Division Dean.

f.) If the matter remains unresolved and the student wishes to further the appeal, then, at the student's written request within ten (10) school days of the previous decision, a meeting with the Vice President for Academic and Student Success will be arranged. In attempting to resolve the matter, the Vice President for Academic and Student Success will request the presence of the involved parties and seek information from them about the claim, evidence and proposed solutions generated in previous steps of the process. The Vice President for Academic and Student Success will report his/her resolution of the matter to the student in writing, with copies to concerned parties. Step F should be completed within fifteen (15) school weekdays of the student's request to the Vice President for Academic and Student Success.

g.) If the matter remains unresolved and the student wishes to further the appeal, he/she may petition the Student Appeals Committee to hear the case and resolve it. A petition form can be obtained from an Appeals Advisor or from the office of the Vice President for Academic and Student Success.

h.) The Appeals Committee must arrange a hearing no later ten (10) school weekdays from the date of receiving the petition. A copy of the petition will be given to the instructor, Department Head, Division Dean and Vice President for Academic and Student Success by the Chairperson of the Appeals Committee.

i.) The Appeals Committee will be supplied with and will receive all written materials from all previous steps and hearings in the Appeals process, prior to the scheduled hearing, and will listen to the student's arguments and to relevant witnesses, seeking to ascertain whether there is clear evidence that the student's academic rights in the classroom were violated.

The Appeals Committee shall convey its decision to the student in writing within five (5) school weekdays of the date the hearing is held and the conclusion reached. Copies should be sent to concerned parties. The decision of the Appeals Committee shall be final unless the student appeals. The student may, within ten (10) school weekdays after the decision has been rendered, petition the President for a review of that decision.

Appendix

Frequently Asked Questions:

Study Hall - What is Study Hall

Students are assigned to advisory groups called Study Hall. Attendance is mandatory. Study Hall is important because it is considered instructional time. Record keeping takes place, counseling is provided, career and other vital information is given, student portfolios are developed as well as peer tutoring is available. Study Hall promotes a sense of family; many friendships are developed; students and teachers get to know each other through discussing pertinent current issues, and various student activities are planned.

Lateness to School — What happens if I am late for school?

Good attendance and punctuality are encouraged. Students are expected to arrive by 8:00 a.m. to be scanned and swiped into the building. Chronic lateness is a violation of school policy and will lead to exclusion from school activities. Additionally, late students may be stopped by Police on School Truancy Duty.

ID Cards — Where do I get an ID card?

Parkway Center City is a part of the metal scan and swipe program. All students are issued ID Cards. These cards are used to take attendance as well as monitor lateness to school. Students must carry their ID cards at all times. There is a \$5.00 replacement fee for lost cards.

Student attending CCP for classes are issued CCP ID cards. These cards are used as admissions to the facilities at CCP. Without these ID cards, students will not be able to enter the building. Students must carry their ID cards at all times. There is a \$10.00 replacement fee for lost cards.

Lockers — When will I get a locker?

Until lockers are available, it is advisable that money be kept on your person and that you do not bring/wear expensive items to school. Students will only be permitted to go to their lockers at the beginning/end of the school day as well as before/after lunch and before/after gym.

Transpasses — Where do I get them?

The School District of Philadelphia may provide free SEPTA Transpasses for all students who live 1.5 miles away from school. On Mondays and Fridays only, Transpasses will be delivered to Study Hall Leaders during Study Hall. Students must be in Study Hall to receive them and most also sign for them. There are no replacement Transpasses if a student loses his/her Transpass. His/her parent or guardian will have to provide for transportation until the next Transpass day.

Lost Books — I lost my book. What can I do?

All students receive new books or books in excellent condition for each major subject and many elective subjects. Generally, books are used at home and brought to school only as required by the teacher. Textbooks must be covered with student names written inside as directed by teachers. Students are responsible for school property and personal belongings. Students are financially responsible for replacing lost or damaged school property. Privileges as well as diplomas may be withheld until payment is received.

School Nurse — I am not feeling well. How do I see the Nurse?

The Nurse is specifically available for non-emergencies during the 2nd and 4th period. Also, the School Nurse is the only staff member authorized to issue medications. Should a dire emergency arise, parents will be contacted and, if necessary, police emergency (911) will be called. Students must make every effort to stay well. Acute and chronic illnesses must be brought to the attention of the nurse and the administration. Therefore, parents/guardians of students with ongoing medical needs must discuss these with the nurse so that a medical service plan can be developed. The nurse also monitors health screenings and immunization requirements.

Absences from school — I have a medical problem that causes me to be absent from school. What can I do?

When students are absent, they must return to school with a doctor's note or not from parents/guardians. Students must make-up missed assignments, including homework, in a timely manner. Having a reliable class buddy is recommended. Parents/ Guardians of students with ongoing medical issues must contact the nurse. If the condition causes frequent absences, also discuss the situation with the counselor and teachers so that academic work is not missed. Homebound Services are available to students who have serious, medically warranted illness. Parents must contact the nurse regarding applying for Homebound Services.

Early Dismissals — How do I get an early dismissal? SDP #103.7

The SDP grants early dismissals for emergency Dental or Medical appointments; emergencies involving death, accidents, or illness, for a limited amount of Religious Instruction and legitimate reasons determined by the school Principal. It is important that students attend a full day of school. We encourage that all appointments be made after school or on the weekend. For emergency situations and with the permission of the Principal, the Secretary, and/or SSA can give early dismissals. **The parent/guardian of record must send in a written request for an early dismissal. The note must also include a home or work contact number to verify the request. This number must be on the school records. The note must be presented to the main office in the beginning of the school day.** If these regulations are not observed, students will not be excused to leave the building.

Lunch Policy

The School District of Philadelphia (SDP) provides students with a free school lunch (and breakfast) in the School's Cafeteria. Students are not to run or loiter in or around the lunchroom. They are to obtain their food, sit, eat their food, and clean their area. Students can also bring their lunch in a lunch bag to keep food fresh for lunch. Otherwise, no outside food is allowed in school.

Counselor — How can I see the counselor?

Students are encouraged to visit the counselor. However, they cannot go directly to their offices. Students are expected to obtain written permission from their teachers to see the counselors. The note must indicate the day and time. The note must be given to the counselor. Your teacher must also call the counselor's office to check their

availability.

Bathroom Policy — When can I use the bathroom?

Students must take care of their restroom needs at home before leaving for school. When in school, they are to use the lavatories on the fifth floor during the lunch periods to take care of personal needs. Students can also use the fifth floor restrooms during breakfast and the floor restrooms at the end of the day. If there is an emergency, students can use the lavatory during class time with the teacher’s permission. Students must sign out and in and use the teacher’s bathroom key — the main office does not provide bathroom keys to students. Lavatories are to be kept clean and free from vandalism, including graffiti.

Getting Help — I am having trouble with my school work. How can I get help?

Seek help immediately from your subject teachers and peers. Find out when your teachers are available to meet with you. Attend after school tutoring and make sure you are studying as well as reviewing your schoolwork on a daily basis. Use Study Hall Monday, Wednesday and Friday to get help from students in your Study Hall.

Homework — How often is homework given?

Set aside 2 to 3 hours nightly for homework, study, reading, writing, and researching. Students have homework assignments regularly (3 to 4 times weekly). These may be in the form of reports, projects, practice exercises, study, and other ways to enhance learning. Homework is a way to reinforce what students have learned in school. Students are advised not to skip homework/study assignments. Homework (as well as class work) grades are calculated with test/project grades to determine final grades for each marking period.

Parental Contacts — My parents want to talk to my teachers. When can they meet?

Parents are encouraged to monitor student progress and to stay in contact with teachers and/or the counselor, if necessary. Parents can speak with teachers during parent/teacher conference nights scheduled for the first and second report periods. Parents can also correspond with teachers (send a note with student) or request telephone conferences. Mutually agreed upon meeting times can be arranged by contacting the teacher, counselor, main office, or administration.

Note: Unless there is an extreme emergency, parents/guardians must refrain from calling the school to leave messages for their children.

Roster Problems — I have a problem with my roster. What can I do?

Contact the Roster Chair if there is a roster conflict/problem.

Students must follow the assigned class schedule until the new roster is completed, if one is required. Students cannot change their own roster. Teachers will not admit students who are not on their official computer class lists.

Summer School — If I fail a subject, can I attend a Summer School/Summer Program?

School District has Summer School/Programs available only for graduating seniors, who fail no more than two classes. Non-senior students must confer with the counselor about paid summer school options. Information and/or applications will be provided, if available. However, students should make every effort to pass all courses during the school year and attending grade recovery when warranted. Not passing major subjects will result in retention or not being promoted to the next grade. Additionally, consistently failing students may be recommended to return to their neighborhood schools.

Visitors — Where is the school library?

Students are required to have a library card and are encouraged to utilize the Free Libraries of Philadelphia, museums, and other institutions to expand their educational background and experience. Parkway was designed to promote student use of the educational resources of the city. A listing of neighborhood libraries is available and posted. Our area libraries include: the Logan Library at 19th and Vine Streets. It is also recommended that students make use of the Internet Services available on computers in classrooms, in the computer labs, and in the

IMC (2nd floor). However, students must comply with the School District's policy regulating Internet use.

Keystone, and Benchmark Tests — Do I have what to take the Keystone and other required tests?

Parkway Center City teachers use the SDP's Standards-Data Driven Curriculum and recommended teaching strategies. Therefore, mastery of subject content will prepare students to be successful on standardized and other required tests each year. These tests are a part of our program and are required by the School District of Philadelphia, the state of Pennsylvania, and or Congressional Law (Every Student Succeed Act - ESSA). The lessons in all classes will focus on activities and techniques that prepare students with the knowledge, critical thinking/writing skills as well as test taking strategies needed to be successful on tests and in life. Students are responsible for being prepared, tests and in life. Beginning with the incoming class (Class of 2020), students are required to score proficient/advanced on Keystone Exams to earn a diploma.

Suspension — What happens if I am suspended?

Suspension from school is very serious and becomes part of a student's permanent record. Parkway Center City is a Special Admit School. As such, our expectations and standards focus on the positive aspects of the learner. All students are required to adhere to the School District Code of Student Conduct, Parkway's Behavioral Plan, and our Uniform/Dress Code Policies. Violations of Level 2 Offenses will ultimately result in suspensions. If suspended students will be given written notification, parents/guardians will be called, and notices will be sent home. Parents/guardians will be requested to attend conferences prior to or for reinstatement. Students are expected and allowed to make up missed work.

Honor Students — What do I have to do to be on the Honor Roll?

Students who receive all A's and B's and no 3's in behavior are placed on the Honor Roll. Parkway Center City also has a program for Mentally Gifted (MG) students. It includes recommended courses (AP and upper level math and science courses) and enrichment activities related to the curriculum. After school and summer projects are also encouraged.

Promotion Policy — How is a student promoted from one grade to the next?

Promotion is based upon the total number of credits earned and the type of courses taken beginning with the 9th grade. Students must pass enough classes at the end of the school year to earn 5 Units of Credit to be promoted to the 10th grade, 11 Units of Credit to be promoted to the 11th grade, and 17.5 Units of Credit to be promoted to the 12th grade. Failure to pass the core subjects (English, Math, Science, or Social Studies) in any grade is an automatic retention. Students must make-up any and all failed subjects preferably in summer school (paid summer school) or during the next school year.

Students need 23.5 Units of Credits to graduate: 4.0 in English, 3.0 in Math, 3.0 in Science, 4.0 in Social Studies (1.0 in African American History), 2.0 in World Language, 2.0 in Arts and Humanities, 1.5 in PE/HE (1.0 PE/.5 HE), and 3.0 in Electives (1.0 must be in a 4th year Science or Math, and 120 hours or 1.0 in Institutional/Enrichment Activities).

Students must also complete a Multidisciplinary Project in their senior year in order to earn a School District Diploma. The Project involves service learning/enrichment activities (Institutional Program — earning 1.0 Elective Credit), a research project linked to the service learning/enrichment activities, and a multi-media/ PowerPoint presentation. It is also expected that 9th and 10th grade students will score proficient/advanced in Reading, Math, Writing, and Science on the Keystone Exams. Students who are retained in grade repeatedly will be recommended for return to their neighborhood school.

Cell Phones and other Electronic Devices — Can I get my cell phone and other electronic devices back?

Cell phones and other electronic equipment are prohibited on School District Premises. Violators are subject to having the items confiscated. Do not bring these to school because if confiscated, they will not be returned.

Student Problems — What can I do if another student is bothering me?

Students are to remain calm if there is a problem with another student. The situation must be reported to the teacher, Study Hall Leader, School Police, Dean of Students, or Administration. Students are to also inform their parents/guardians. Students are not to discuss the problem with school friends/acquaintances or attempt to handle the situation themselves. An adult staff member will provide assistance in resolving conflicts. Students must think before acting.

Code of Student Conduct — Are there School District Policies which govern my behavior?

The School District of Philadelphia's Code of Student Conduct is updated and issued every school year. The basic rules and consequences remain the same. Students will receive the 2018-2019 Code of Student Conduct as soon as it is used. It will be discussed in Study Hall and should be reviewed at home.

Home Preparations — What do I need at home to assist me in completing assignments?

Students will need the following items:

- Library card
- Good dictionary and English handbook
- Scissors and glue stick
- Poster boards (for projects)
- Access to a computer/laptop and the Internet

Preparation for School — What do I need to be ready for school?

Each teacher will tell students what is required for class. Generally, students should be prepared with following return to school items:

- Loose leaf paper and 3 ring binder
- subject dividers
- pocket folders (for loose papers)
- scientific calculator (minimally \$10 to \$30)
- pocket or electronic dictionary
- graph paper
- pens, pencils, colored pencils, highlighters, ruler, protractor, and reinforcements
- flash drive

Student Activities — How can I join clubs and after school activities?

There are after school activities: clubs, tutoring, and sports. The opportunities will be announced in Study Hall and/or posted. Students who are failing, have poor attendance/punctuality, and violate school/SDP rules will be prohibited from participating in afterschool programs (except Tutoring) until they redeem themselves — improve.

School Trips — Do students go on trips?

There are many opportunities for students to visit places with their teachers. Students must have their parents/guardians complete an official trip permission slip. Signed slips must be returned to the trip sponsor prior to the scheduled trip. Students, as representatives of Parkway Center City, must be dressed appropriately and must always demonstrate excellent behavior. Remember, students serve as ambassadors for our school. Parkway Center City also provides a Walking Pass that must be signed by parents/guardians. The purpose of the Pass is to allow the school and classes to visit area sites as part of a class or school activity.

Institutional Credit/Service Learning — How can I get credit for volunteering or service learning projects?

Parkway has always been unique by requiring students to participate in community service/enrichment projects outside of the school through our Institutional Program. Thus, all students are advised to discuss Institutional Opportunities with Study Hall Leaders and/or the Counselor. Students are to arrange for credit for activities they find

for themselves or for activities recommended by Study Hall Leader/Counselor. Students who complete their 120 hours of documented community service/enrichment activities at a pre-approved location will earn 1.0 Elective Credit. Completed documentation for Institutional Activities must be given to Ms. Darlene Dix and she will submit them to the Roster Chair. Additionally, Institutional Credit/Service Learning is part of the required Multidisciplinary Project that must be completed in the senior year.

We are requiring that these hours be spaced over the 3 years of Middle College although students may choose to complete the hours early as well as participate in additional activities. It is expected that the selected sites for service/enrichment will be related to the students' possible career interest and/or research designs for the Multidisciplinary Project. The experiences will be an important part of a student's portfolio that will be used with applications for college as well as job placement. Students must complete 40 hours minimally each year from 9th through the 11th grade. It is recommended that students avail themselves of the numerous summer enrichment activities at area colleges.

What is the Philadelphia School District's Policy 102?

Multiracial-Multicultural-Gender Education is an educational process designed to foster knowledge about and respect those of all races, ethnic groups, social classes, genders, religions, disabilities, and sexual orientations. It is to ensure equity and justice for all members that skills and knowledge they need to understand and overcome individual leases and institutional barriers to full equality. We do not discriminate!

School District Policy on Bullying/Cyber-bullying, Harassment, and Intimidation?

All complaints of bullying and cyber-bullying shall be reported and investigated. Bullying/cyber-bullying is defined as an intentional electronic, written, verbal, non-verbal, psychological, or physical act or series of acts directed at another student or students and staff, 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: ***substantial interference with a student's education; creation of a threatening environment, and substantial disruption of the orderly operation of the school.*** Consequences for violating the School District of Philadelphia's Bullying/Cyber-bullying Policies can be found in the Code of Student Conduct.

Harassment in any form is not tolerated by the School District of Philadelphia. The School District of Philadelphia defines harassment as: ***any form of verbal, written, graphic, or physical conduct relating to an individual's gender, age, race, color, sexual orientation (known or perceived), national origin, religion, disability, socioeconomic status and/or political beliefs.***

Sexual harassment shall consist of unwelcome sexual advances. All reports of any form of harassment shall be reported and investigated.

Parkway Center City Middle College Compact: 2018-2019 School Year

PCCMC is a unique, small, culturally diverse, safe, and nurturing academic environment designed specifically for college bound students. It is a special admit Middle College that works to prepare students for the rigors of college and adult life.

Education is a partnership. The goal of preparing students for Middle College graduation and college requires that the school, the parents/ guardians, and the students meet high expectations and accept individual responsibilities. The goal of successful Middle College completion and acceptance into college cannot be achieved unless each party fulfills the expectations and responsibilities. The purpose of this Compact is to specifically state the qualifications for

admission into the PCCMC and the expectations and responsibilities of each party.

I. Requirements for Admission:

1. Must have all A's and/or B's and no more than (1) C.
2. Must have high average or above standardized Test Scores
3. Must have excellent marks in citizenship
4. Should have no suspensions
5. Attendance should be exemplary
6. Must demonstrate an attitude of aspirations to attend college
7. Must be invited and complete admission essay

II. Expectations and Responsibilities

- PCCMC — It is the responsibility of the school to provide the most effective education possible:
 1. Provide a safe, nurturing environment with caring, qualified faculty
 2. Encourage students to attend school and class regularly and on time
 3. Require students to come to school prepared to learn; Provide basic materials and books necessary for learning
 4. Provide homework 3 to 4 times a week
 5. Have high expectations of students and challenge them to do their best.
- Provide assistance to students
 1. Provide and require students to comply with the School District's Code of Student Conduct including the school uniform policy
 2. Communicate with parents/guardians regarding students' educational progress
 3. Treat students and parents with respect and honor their diversity
 4. Require students and encourage parents to honor diversity as well as treat each other, school personnel, business establishments, tourists, and pedestrians with respect.
- Parents/Guardians—It is expected that parents/guardians understand and support the mission of PCCMC
 1. Require of their children regular and prompt attendance to school and classes
 2. Encourage positive attitude about diversity, school, learning, school personnel, the business community, and pedestrians
 3. Support school rules and procedures—discuss and reinforce rules at home
 4. Protect their children's health and safety
 5. Provide a quiet place and time for their children to do homework, study, research, and read at home - 2 to 4 hours nightly minimally 4 times weekly
 6. Encourage their children to do their best and to support them in that effort
 7. Communicate with school personnel, in a timely manner, about issues that affect students' progress, learning, or health

8. Join the home and school association and support the School Council
9. Attend requested parent-teacher conferences, school meetings, report card conferences, and other school functions.
10. Promote proper rest (8 hours nightly) and nutrition ingestion of whole grains, vegetables fruits, and water
11. Encourage and support the students' commitment to prepare for and attend college

• Students: It is expected that students will attend PCCMC with an attitude of learning by meeting academic expectations and responsibilities:

1. Attend school regularly and on time. (no more than 10 days absent and 5 days later per year)
2. Come to school and class prepared to learn with pencils, notes, books, and other required materials.
3. Complete all assignments and projects on time to the best of their ability
4. Participate in classroom and school activities
5. Make up all missed work in a timely fashion
6. Challenge themselves to achieve and master all subjects taken. Do their best at all times
7. Seek assistance from teachers and school staff for academic problems
8. Seek help from school climate manager, teachers, and school staff if there are problems with other students, the business community, and Pedestrians
9. Comply with the Code of Student Conduct including the uniform policy and the PCCMC Behavioral Expectations
10. Pay attention and keep alert in class
11. Cooperate with school staff and parents/guardians
12. Attend Credit Recovery and if necessary Summer School for any failed subjects
13. Prepare for and commit to college

Students consistently displaying academic efforts or behaviors incompatible with PCCMC's college preparatory environment will be counseled and steps taken may include a recommended return to their neighborhood school.

The Parkway Center City Middle College and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2018-2019.

REQUIRED SCHOOL - PARENT COMPACT PROVISIONS

School Responsibilities

The Parkway Center City Middle College will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables that participating children to meet the State's student academic achievement standard as follows:**

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- Professional Development (Common Core Standards, PA Common Core Standards, Cross Curricular Common Core Literacy Standards, Planning and Scheduling Timelines, Data Driven Instruction, Differentiated Instruction, Best Practices, Effective Lesson Planning, Danielson’s Framework for Professional Practice, District- wide Instructional Practices-Literacy and Math.
- Extended Reading / Math Activities: including 9th and 11th Grade Strategic English and Math Classes (SAT Prep Math and English, AP English and Social Studies), Tutorial (Advisory) Math Problem Solving and Reading / Writing, Journaling Activities, and Wednesday / Thursday Core Subject Literacy and Math Problem Solving Activities.
- Effective Lesson Planning (Hunter Model Adapted for Parkway Center City use)
- Collegial Supports – Grade Group and Department Meetings
- Daily Walk-throughs by Principal and Weekly Walk-throughs by Lead Teachers
- Formal and Informal Observations by Principal
- Informal Observations by Lead Teachers and / or Colleagues
- School-wide Classroom Format / Protocol
- School-wide Grading Format
- Multiple Opportunities for Student Success – Extended Day Learning Activities: Tutorial (Advisory), After School Programs / Clubs including Tutoring, Saturday Scholars
- Keystone Examination Preparations in the Classroom and during Extended Learning / After School Activities
- RTII – Student Academic / Behavioral Interventions and Supports

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child’s achievement. Specifically, those conferences will be held:

- New Student Orientation Meeting with Parents – 6/7/18
- Back to School Night and Title 1 Parents Meeting – 9/27/18 (5:00 to 7:00 pm)
- First Report Parent / Teacher Afternoon Conferences on 11/8/18 and 11/9/18 (1 to 3 pm); Night Conference on 11/8/18 (5:30 - 7:30 pm)
- Second Report Parent / Teacher Afternoon Conferences on 2/14/18 and 2/15/18 (1 to 3 pm);
- Third Report Parent / Teacher Afternoon Conferences on 4/16/18 and 4/17/18 (1 to 3 pm)
- End of School Year Individualized Student Conferences (Review of Student Needs / Recommended Roster for 2018-2019 School Year 5/31/19)
- New Student Orientation on 8/24/18
- Additional Meetings as requested by Parents, Teachers, Counselors and Principal

3. Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports as follows:

- Calls / Letters home regarding Academic Progress, Attendance, Punctuality, and Non- Compliance with School Rules
- Interim Reports Weeks = See Calendar
- Report Cards = see above, and mailed home as needed
- Keystone Data reviewed with students and sent home
- Teacher / School contacts as warranted

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as

follows:

- Parent Teacher Conferences as delineated above
- As outlined in Student Handbook and to be reiterated in Quarterly School Newsletters and / or Announcements / Notices = Parents / Guardians can contact the staff by:
 1. Calling and asking to speak with the Counselors, or Main Office to request a conference or phone call from school personnel
 2. Sending a note (delivered by student) requesting a conference or phone call.
 3. Email

Note: These conferences / calls will be scheduled / take place during the school day at a time that is the least intrusive of the school day / educational environment.

5. Provide parents opportunities to volunteer in the school as well as participate in their child’s class, and to observe classroom activities, as follows:

- Parents / Guardians can call to school to offer their services in supervising and tutoring students – parents need to complete School District’s background checks (forms available on School District Web-site)
- Parents / Guardians can be chaperones on trips
- Parents / Guardians can volunteer to assist with school-wide activities – assembly programs, continental breakfasts, testing, etc.
- Parents / Guardians can volunteer for after school programs
- Parents / Guardians can volunteer to assist in the Main Office
- Parents can volunteer to monitor school dismissal – Safe Corridor
- Interested Parents / Guardians can participate in Professional Development with Staff during half and full Professional
- Development Days – listed on School District Calendar sent home to parents / guardians in Parkway Center City School Opening mailing on August 14, 2017.
- Parents can call the school to request classroom visitation privilege – teacher consent and principal approval are required before visitation can occur

Parent Responsibilities – Additional Items

We, as parents, will support our children’s learning in the following ways:

- Monitor student attendance, punctuality, homework, academic progress, and compliance with Parkway Center City Middle College and the School District of Philadelphia’s Rules including respecting diversity and compliance with Anti-Bully, Anti- Harassment, and Anti-Ethnic Intimidation Policies.
- Support school and SDP policies.
- Volunteer time in school and / or work with Home and School or School Advisory Council. Participate in the Volunteer Family Monthly Homework Assignment Program and earn you student Instant As in Homework.
- Require student involvement in after school – extended day opportunities for students (Tutoring, Grade Recovery, Clubs, Cheerleading, Athletics, Saturday Scholars, etc.)
- Require students to engage in after school / summer service oriented and enrichment activities in the community as well as with institutions of higher learning

Student Responsibilities – Additional Items

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

- Attend school regularly and promptly.
- Be prepared for school and class.
- Complete all assignments to the best of your ability – Do your best to do your best work – take the time, be neat, review, and revise as needed
- Complete Institutional requirement of 120 Hours by the end of your 11th grade year.
- Set aside 2 – 4 hours nightly of quiet, undistracted time for homework, study, reading, writing, researching
- Use your assigned notebook to record and monitor Homework Assignments
- Participate in After School, Extended Day, Service Oriented, and / or Enrichment Programs provided and / or recommended by the school – including summer activities
- Be Cooperative – Comply with school and SDP rules, including the School Uniform and Dress Code Policies
- Be Respectful to and of everyone

The Parkway Center City Middle College will: (must be in all compacts)

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Involve parents in the joint development of any school-wide program plan, in an organized, ongoing, and timely way.
3. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.
4. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
5. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
6. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
7. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
8. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

To help build and develop a partnership with parents to help their children achieve the State's high academic

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standards, the Parkway Center City Middle College will:

1. Recommend to the Regional No Child Left Behind District Liaison, the names of parents of participating children of Title I, Part A programs who are interested in serving on the State’s Committee of Practitioners and School Support Teams.
2. Notify parents of the school’s participation in Early Reading First, Reading First and Even Start Family Literacy Programs operating within the school, the district and the contact information.
3. Work with the School District of Philadelphia in addressing problems, if any, in implementing parental involvement activities in section 1118 of Title I, Part A.
4. Work with the School District of Philadelphia to ensure that a copy of the State Education Agency’s written complaint procedures for resolving any issue of violation(s) of a Federal statute or regulation of Title I, Part A programs is provided to parents of students and to appropriate private school officials or representative

2018 - 2019 PARENT INVOLVEMENT POLICY

PART I.-GENERAL EXPECTATIONS

Each school in its School-wide Parental Involvement Policy must establish the school’s expectations for parental involvement. [Section 1118(a)(2), ESEA.]

The Parkway Center City Middle College agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district wide parental involvement policy into its School District of Philadelphia plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the School District of Philadelphia’s plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95

percent of the one percent reserved goes directly to the schools.

- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- A. That parents play an integral role in assisting their child’s learning;***
- B. That parents are encouraged to be actively involved in their child’s education at school;***
- C. That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;***
- D. The carrying out of other activities, such as those described in section 1118 of the ESEA.***

- The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in the State.

PART II. DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED DISTRICT WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

The Parkway Center City Middle College will take the following actions to involve parents in the joint development of its school-wide Parental Involvement Plan under Section 1112 of the ESEA:

- Meet with parents / guardians / students on Back to School Night to review Parental Involvement Plan sent home August 2018, September 2018, and October 2018 for the 2018-2019 school year. Evaluate current plan and seek comments and suggestions in June 2019 to develop new plan.

The Parkway Center City Middle College will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:

- Discuss School Improvement Planning with Parent / Guardian Representatives and / or School Advisory Council Representatives on Back to School Night, designated Professional Development Days, and during scheduled evening parent / guardian meetings
- Use New Student Orientation to discuss achievement data status as well as School District and Parkway Center City Middle College initiatives for student achievement and school improvement
- Use Back to School Night to review Keystone data status as well as School District and Parkway Center City Middle College Academic initiatives for student achievement and school improvement
- Encourage participation in the formation of the Home and School first the School Advisory Council – both school organizations will be engaged in the review / implementation of school improvement strategies – solicit volunteers to serve and steering committee and have parents sign to join Home and School at Back to School Night
- Distribute School District Calendar for the School Year and Student Handbooks containing information regarding dates, expectations, and parental involvement
- Send home pertinent school notices / announcements, calendars, quarterly newsletters providing parents / guardians with important information (including Interim Reports, Parent / Teacher Conferences, important dates and reminders, meetings, NCBL information, School Improvement Strategies, and so on)

The School District of Philadelphia will provide the following necessary coordination, technical assistance, and

other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- In collaboration with the Grants Compliance Monitor, Parent Volunteer, School-Community Liaisons, Philadelphia Home and School Council (PHSC), Title I Parent Advisory Committee, The Philadelphia Right to Know Educational Task Force, PCC's Parent and Family Resource Center and other parent groups, will provide workshops to schools on parent engagement.
- Provide professional development by parents / caregivers for new and existing principals and other administrators on how to develop promising partnerships with parents/caregivers.
- Train new and existing staff with parental engagement duties to assist school sites in implementing parental engagement.
- Make available the staff of the Office of Specialized Instructional Support, and Office of FACE and staff of the Assistant Superintendent-Parent Coordinator for technical assistance.
- The Title I Office will provide technical assistance to schools and parent organizations, such as the Title I Parent Advisory Committee (PAC), Home and School Associations, The Philadelphia Right to Education Task Force, and other organized parent groups.
- Provide coordination of professional development efforts through Learning Network, Parent Coordinator.
- Provide workshops to parents on supporting student achievement and parent engagement.
- Provide training and other information to School Advisory Councils (SACs).
- Grade parent leaders will serve as advisors to principals and SAC members on how to address the needs of students and parents in their School Improvement Plan and Title I Budget.
- Facilitate parent and family access to teachers and principals.

The Parkway Center City Middle College will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following programs:

N/A

The Parkway Center City Middle College will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A programs. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies:

- The annual evaluation of the Parental Involvement Policy will be conducted by Parkway Center City Middle College Parent / Guardian Representatives from the Home and School or School Council including attention to the specifics outlined below under Part II, Section 6A pertaining to informing parents / guardians about the following: PA Academic Content Standards, PA Academic Achievement Standards, Academic Assessments (local and State), Title I Requirements, Monitoring Child's Progress, Working with Educators.
- The evaluation will involve the current Parental Involvement Policy being sent home in March / April 2018 for review, suggestions, and revisions in preparation for the annual June 2018 Parent / Guardian evaluation meeting with process / procedures included.
- Parental / Guardian participation in the annual evaluation meeting will be voluntary – reminder mailing sent to parents / guardians in late May 2018 announcing and inviting participation in the June 5, 2018 (5 to 7 pm) review and revision of the Parkway Center City Parent Involvement Policy.

The Parkway Center City Middle College will build the school's and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, through the following activities specifically described below:

A. The Parkway Center City Middle College will, with the assistance of the School District, provide assistance to parents, as appropriate, in understanding the topics such as the following, by undertaking the actions described in the paragraph –

- The State's academic content standards,
 - The State's student academic achievement standards,
 - The State and local academic assessments including alternate assessments,
 - The requirements of Title I – Part A,
 - How to monitor their child's progress, and
 - How to work with educators
1. New Student Orientation involving Parents 6/7/18– School District and Parkway Center City Middle College's expectations / School Compact reviewed by Students-Week of 9/3/18.
 2. Parkway Center City Middle College's Student Handbook distributed to Students during week of 8/27/18 – including but not limited to Parkway Center City Middle College's Vision/ Mission/Belief Statements, Parkway Center City Middle College's School-wide Behavioral Plan, School District of Philadelphia's Graduation / Promotion Policy, Information about the Common and so on.
 3. School District of Philadelphia's Code of Student Conduct available on School District's Website and distributed to students when made available.
 4. School District of Philadelphia's Calendar distributed to Students / Parents in School Opening Mailing on 8/14/18, on School District's Website (including Important Dates, Testing, Report Card Nights, and so on) and on Google list serve
 5. Parkway Center City Middle College Back to School Night (9/26/18) – Title 1 Meeting to review Achievement data as well as Parkway Center City Middle College's Vision/Mission/ Belief Statements, Parental Involvement Policy, School Compacts, and so forth.
 6. Seasonal school newsletters or notices / announcements (Fall, Winter, Spring) – Pennsylvania, School District of Philadelphia, and Parkway Center City Middle College's initiatives
 7. Parkway Center City Middle College's dissemination / mailing of SD information re Common Core Standards, Assessments, etc.
 8. Student Interim Reports and Parent / Teacher Conference Afternoons / Nights – re student progress and suggested improvements
 9. Parkway Center City Middle College initiative regarding parental / guardian involvement, including holding Home and School Elections and forming the School Advisory Council after establishing the Home and School Council.

B. The Parkway Center City Middle College will, with the assistance of the School District, provide materials and training to help parents work with their children to improve their academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:

1. Parent / Guardian Meetings/Workshops – Motivational Speakers re Parent / Guardian Involvement in the Education of their Children
2. School Seasonal Newsletters / School District Sponsored Meetings / Activities regarding “Parents Assisting with Student Achievement” – Parent University, Parent Portal, and so on

C. The Parkway Center City Middle College will, with the assistance of the School District, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools by:

1. Professional Development for Staff on interpersonal / communication skills and encouraging student engagement as well as parental involvement – bi-weekly common planning time
2. Speakers provided for Parent / Guardian Evening Workshops to involve parents / guardians in engaging their students in successful practices
3. Engagement of Parents / Guardians in evening meetings regarding student achievement and college preparation
 - Increasing Student Achievement
 - Creating H&S Cultures of Respect, Determination, Perseverance, and Success-GRIT.
4. Dissemination as well as review School District and Parkway Center City School Policies – Teacher, School District, and Student Handbooks as well as the Code of Student Conduct.
5. Seasonal newsletters mailed home and / or Announcements (Fall, Winter, Spring) as well as distributed and discussed in Study Hall.
6. Require school communication with parents / guardian regarding student progress, behavior, attendance, and lateness to seek family assistance in encouraging student academic success / school progress -- RTII.

D. The Parkway Center City Middle College will, to the extent feasible and appropriate, engage parents / guardians in supporting their students by providing:

- Monthly workshops focused on supporting teaching and learning at home, i.e. Keystones and College readiness classes.
- Afternoon and evening meetings to discuss student progress and suggest successful strategies parents can use to promote habits of success with their students
- Regular, if not daily, School / Home contacts around attendance, lateness, and cutting classes (SchoolMessenger, Teacher, Counselor, and or Main Office calls to homes)
- Interim Reports regarding student attendance, lateness, and behavior (during the Interim period of the Report Card Marking Period)
- Informative Newsletters providing AYP information / data, important dates, after school and summer activities / enrichment programs, (Fall, Winter, Spring)
- Five Evening Workshops as approved September 30, 2017 Parental Involvement Planning Meeting: two on school based supports (GradeBook, FamilyNet, StudentNet, and Study Island) one on FAFSA for Senior and

Junior Parents, one on “Financial Planning” to assist parents / guardians in encouraging student responsibility in managing funds, and one on “Dressing for Success” to assist parents / guardians with encouraging students to acquire attire and mannerism which promote success

- Providing Optional Monthly Family Homework for Students to receive Instant A’s from Teachers – quarterly reminders to Parents / Guardians on SchoolMessenger

E. The Parkway Center City Middle College use the School District of Philadelphia’s language translation services to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform language format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

1. School calendars, notices / announcements, newsletters, etc. sent home as well as given to students in the appropriate language for the school population
2. School District information pertaining to schools mailed home / given to students to take home in language appropriate for school population
3. Parent / Guardian and School Advisory Council information sent home in a language appropriate for school
4. Home and School / Advisory Phone contacts in a language appropriate for the students and parents
5. RTII Meetings that include language translation appropriate for the students and parents, when necessary

PART IV. ADOPTION

This Parkway Center City Middle College Parental Involvement Policy has been developed jointly with, and agreed on with, parents as evidenced by Parent and family Title 1 Meetings. Families will meet in October and November 2017 to review and revise the policy.

The school will distribute the revised policy to all parents/families August 2018, September 2018, November 2018 and July 2019.

PART III. SCHOOL WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

NOTE: The School’s Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school and school system to support their children’s academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation to enable parents to participate in school-related meetings and training sessions;
- Training parents to enhance the involvement of other parents
- Arranging school meetings at a variety of times, or conducting in- home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school, in order to maximize parental involvement and participation in their children’s education;
- Adopting and implementing model approaches to improving parental involvement;

- Establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request

THE SCHOOL DISTRICT OF PHILADELPHIA OFFICE OF GRANTS DEVELOPMENT AND COMPLIANCE
440 NORTH BROAD STREET – SUITE 326 PHILADELPHIA, PENNSYLVANIA 19130-4015

Fall, 2018 Dear Parents:

As a parent of a student attending a school that is receiving Federal Title I dollars, you have the right to know the professional qualifications of the teacher(s) and instructional paraprofessional(s) who instruct your child.

Federal law requires every Title I school district to comply and to provide you with the requested information in a timely manner. All schools have on file a listing of faculty members and their professional qualifications.

If you would like to know the professional qualification information regarding your child’s teacher(s) or paraprofessional(s), please call the school to set up an appointment to speak to the principal or the principal’s designee.

We look forward to a productive school year, and we assure you that together we will make a difference in your child’s life.

Sincerely,

Joseph D’Alessandro
Chief, Grants Development and Compliance

EL DISTRITO ESCOLAR DE FILADELFIA OFICINA DE DESARROLLO Y CUMPLIMIENTO DE SUBVENCIONES

Calle Broad norte #440 - Suite 326 FILADELFIA, PENSILVANIA 19130-4015

Otoño del 2017 Estimados padres:

Como padre de un estudiante que asiste a una escuela que recibe dólares federales del Título I, usted tiene el derecho de conocer las calificaciones profesionales del maestro(s) y asistente(s) de instrucción que enseñan a su hijo.

La ley federal requiere que cada distrito escolar que recibe fondos del Título I cumpla y le proporcione toda información solicitada a tiempo. Todas las escuelas deben presentar una lista de los miembros de su facultad y cualificaciones profesionales.

Si desea obtener información sobre la cualificación profesional del maestro de su(s) hijo(s) o del asistente de instrucción, por favor llame a la escuela para hacer una cita y hablar con el director o la persona designada por el director.

Esperamos tener un año escolar productivo, y le aseguramos que juntos vamos a marcar la diferencia en la vida de su hijo.

Atentamente,

Joseph D’Alessandro
Jefe de Desarrollo y Cumplimiento de Subvenciones

Senior Contract

Dear Member of the Senior Class & Parents,

The school year is quickly flying by and it is a good time for the school administration and staff to communicate the academic and behavioral standards for our seniors. The behavioral and academic standards are defined below in the form of a contract. Seniors and parents will be asked to sign the contract below and return it to school by October 14th. The contract defines the parameters that students must meet or abide by to participate in our senior culminating activities and any trips or events associated with it.

Behavior, Attendance and Academic Requirements

To be able to attend these events, scholar must meet the following requirements:

- Any scholar that is failing or not on track to graduate (having all or working toward all their credits) are in jeopardy of not graduating and may not participate in any activities until they are in good academic standing.
- Passing all classes (C or higher) including college courses
- 3 pink slips or 1 suspension (scholar will not be allowed to participate in the class trip)
- 6 pink slips or 2 suspensions (scholar will not be allowed to participate in the class trip and luncheon)
- 10 pink slips or 3 suspensions (scholar will not be allowed to participate in class trip, luncheon, or prom)
- 3 unexcused absences and/or 10 lateness (scholar will not be allowed to participate in the class trip)
- 5 unexcused absences and/or 15 lateness (scholar will not be allowed to participate in the class trip and luncheon)
- 10 unexcused absences and/or 20 lateness (scholar will not be allowed to participate in any senior activities excluding graduation)

Please return the signed contract below and return by October 14th . A copy of your contract will be copied and returned to you with your scholar for your records. Please do not hesitate to contact the school with any questions.

Sincerely,
Parkway Center City Staff and Administration

Print Student Name
and Signature

Parent Signature

Dual Enrollment Contract

Behavior

Dual Enrollment scholars will follow the School District of Philadelphia Code of Conduct, found at <https://www.philasd.org/studentrights/wp-content/uploads/sites/67/2017/07/Code-of-Conduct-2016-2017-revised-final-2-2.pdf>, and must also abide by the Code of Student Conduct outlined in the current CCP Student Handbook. This document was provided to you in the CCP Planner received at orientation and can also be found at http://www.ccp.edu/sites/default/files/PDFs/StudentLife/StudentHandbook/StudentHandbook_2016.pdf

All scholars are required to familiarize themselves with the SDP and CCP Code of Student Conduct and Student Rights & Responsibilities as printed in the Student Handbook.

Dual Enrollment scholars will be dismissed for disruptive behavior including profane language, excessive unexcused tardiness and/ or absenteeism and referred to their Middle College principal or designee for disciplinary action.

Scholar Initials _____

Attendance

Dual Enrollment scholars will be attending CCP courses during 3rd and/or 4th periods on MWF and will leave PCCMC 10 minutes before their courses begin. Once at CCP, attendance will be taken before entering class. Attendance is crucial. If scholars are to miss a course, they are to follow up with Mr. Brown at xbrown@ccp.edu.

On days PCCMC has early dismissal or no school, scholars will still be responsible to attend their dual enrollment classes at CCP. Scholars will need to find their own means of transportation to the CCP campus on PCCMC days off.

Scholar Initials _____

CCP Course Cancellations

If a Dual Enrollment course is cancelled for the day, scholars are allowed to remain on the CCP campus if they have any classes following the cancelled course. Scholars MUST make use of the CCP Computer Lab, Library or Career Services Center during this time. This time MUST be used for academics ONLY.

Scholar Initials _____

Course/Graduation Credits

Dual enrollment credits count towards PCCMC Graduation requirements and as college credits. Scholars participating in Dual Enrollment must pass their CCP course with at least a "C". Scholars who do not pass their Dual Enrollment course or are dismissed due to disruptive behaviors or excessive absences are required to register and retake the course at their own expense. Juniors and Sophomores will retake the course during the summer or afterschool during the following semester. Seniors MUST take the course afterschool during the following semester to ensure they meet the PCCMC Graduation Requirements.

Scholars will also need to pay for the course they retake. The current cost for CCP courses is \$98.58 per credit and is subject to change at any time.

Scholar Initials _____

Additional Requirements

Dual Enrollment scholars are required to wear their PCCMC uniforms while attending CCP courses during the school day. Scholars are not to change out of their uniforms as they are still attending class during the PCCMC school hours. PCCMC uniforms will assist CCP mentor staff to locate students while they are on CCP campus.

To ensure scholars are successful in their Dual Enrollment courses, they are to regularly check in with CCP and PCCMC Dual Enrollment support staff. Support staff members can assist with conversations with professors, locating content/assignment assistance, or any questions or concerns scholars may have regarding their courses. Some support staff members are

CCP College Liaison- Mr. Xavier Brown- xbrown@ccp.edu

CCP- Winnet Building, 3rd Floor, Suite S 3.03 and PCCMC- C&C Suite Room 102C

PCCMC Program Coordinator- Ms. Ly Nguyen- lbnguyen@philasd.org

PCCMC- C&C Suite Room 101

CCP Academic Mentor- Mr. Robert Hudson- rhudson@ccp.edu

Scholar Initials_____

Scholar Agreement

I have read through and initialed each section of the Dual Enrollment Contract. As a Dual Enrollment Scholar, I will follow the requirements listed in the contract. Failure to do so will result in disciplinary action and removal from the Dual Enrollment opportunity.

Scholar Printed Name

Scholar Signature

Date

Scholar Email

Parent/Guardian Agreement

As the parent/guardian of_____ I have read through the Dual Enrollment contract and will allow my child to participate in Dual Enrollment courses. I understand that my child will leave the PCCMC campus 15 minutes before their CCP course and will be responsible for travelling to the CCP campus. I understand that if my child does not fulfill the dual enrollment requirements, they will be responsible for retaking the course at their own expense to meet PCCMC graduation requirements.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Parent/Guardian Email

Emergency Contact Phone Number



540 N. 13th St.
Philadelphia, PA 19123

Phone# (215) 400-7620
Fax # (215) 400-7621

Principal Anh Nguyen-Brown

PCCMC/CCP Instructional Program Permission

Greetings PCCMC Families,

As you know, the nature of the Parkway Center City Middle College Program is to provide students the opportunity to take High School and College Courses concurrently during their High School career in order to obtain their Associate’s Degree in addition to their High School Diploma upon graduation.

The program provides students the opportunity to engage in a true college life experience. In order to do so, students will be taking courses on the CCP campus throughout their time at PCCMC. This will require them to walk from the PCCMC Campus at 540 N. 13th St. to the CCP campus at 1700 Spring Garden St. Below you will find the breakdown of the time students will be at the CCP campus.

Year	CCP Courses	Arrival at CCP/PCCMC
Summer Bridge	1 Course	Escorted by PCCMC Staff
Freshman Year	1 Course	Escorted by PCCMC Staff
Sophomore Year	2 Courses	Escorted by PCCMC Staff
Junior Year	All Courses at CCP	Students arrive on their own based on Schedule
Senior Year	All Courses at CCP	Students arrive on their own based on Schedule

As part of the program, students are required to be able to maneuver between PCCMC campus and CCP campus throughout their tenure at Parkway Center City Middle College. Please sign below that you understand the requirement that your child will have to walk between PCCMC and CCP campus as part of the instructional program.

_____ Yes, I understand that my child, _____, is required to walk between the PCCMC/CCP campus to attend their high school and college course(s) during their time at PCCMC.

Parent/Guardian Name

Parent/Guardian Signature

PCCMC Staff Directory

Staff	Role	Room Number	Email
Administration			
Principal Anh Nguyen-Brown	Principal	Main Office	Anhbrown@philasd.org
PCCMC/CCP Middle College Dual Enrollment Department			
Ms. Ly B. Nguyen	PCCMC Program Coordinator	Room 101	LBNguyen@philasd.org
Mr. Xavier Brown	CCP Dual Enrollment/ Middle College Coordinator	Room 102A	XBrown@ccp.edu
Mr. Robert Hudson	CCP Student Support	Room 102B	RHudson@ccp.edu
Office Staff			
Ms. Debra Lee	Secretary	Main Office	DLee2@philasd.org
Ms. Pier Cofer	Student Climate Support	Main Office	PCofer@philad.org
Ms. Dougliisa Clark	Supportive Service Assistant	Library	DClark2@philasd.org
English Department			
Ms. Maureen Boland	English Teacher	Room 203	Maugallagher@philasd.org
Mr. Larry Perry	English Teacher	Room 204	LAPerry@philasd.org
Mr. Leo Mullen	English Teacher	Room 206	LMullen@philasd.org
Mr. Alex Buxbaum	English Teacher	Room 308	ABuxbaum@philasd.org
Mathematics Department			
Mr. Robert Mastrangelo	Math Teacher, Math Chair	Room 411	RMastrangelo@philasd.org
Ms. Taara Green	Math Teacher	Room 408	TGreen2@philasd.org
Mr. Aaron Silberstein	Math Teacher	Room 401	AMSilberstein@philasd.org
Mr. Zaid Muhammad	Math Teacher	Room 409	ZMuhammad@philasd.org

Mr. Muhannad Qasem	Math Teacher	Room 402	MQasem@philasd.org
Science Department			
Ms. Betsy Rogers	Science Teacher,	Room 505	BHRogers@philasd.org
Dr. Michael King	Science Teacher	Room 501	MPKing@philasd.org
Mr. David Rowe	Science Teacher	Room 504	DRowe@philasd.org
Ms. Alicia Villa	Science/World Language Teacher	Room 404	AVilla@philasd.org
Mr. Frank Grandizio	Science Teacher, Dean, Roster Chair, Science Chair	Room 302/303A	FTGrandizio@philasd.org
Social Studies Department			
Mr. William Mulvey	Social Studies Teacher, Social Studies Chair	Room 307	WMulvey@philasd.org
Ms. Kristian Ogungbemi	Social Studies Teacher	Room 305	KOgungbemi@philasd.org
Ms. Sarah Morrison	Social Studies Teacher	Room 303	SRMorrison@philasd.org
Ms. Darlene Dix	Social Studies Teacher	Room 304	DDix@philasd.org
World Language Department			
Ms. Caroline Neville	World Language Teacher, School Based Teacher Leader	Room 406	CRNeville@philasd.org
Ms. Sharae Graham	World Language Teacher	Room 407	SGraham2@philasd.org
Athletics Department			
Ms. Sally McGovern	PE/Health Teacher, Athletic Director	Room 310, Gym	Smmcgovern@philasd.org
Mr. Nicholas Michalski	PE/Health Teacher	Room 310, Gym	NMichalski@philasd.org
Art Department			
Mr. Robert Lajoie	Art Teacher	Room 506	Rlajoie@philasd.org
Counseling/Student Support			

Ms. Michelle Racca	Counselor	Room 104	MRacca@philasd.org
Ms. Michelle Ludlow	Counselor	Room 104	MMLudlow@philasd.org
Ms. Shana McLendon	Special Education Liaison	Room 207	SMclendon@philasd.org
Ms. Lakeisha Ballard	School Nurse	Room 209	LSBallard@philasd.org
Additional Student Support			
Mr. Terance Johnson	Student Climate Support		TJohnson4@philasd.org
Mr. Laron Joyner	Student Climate Support		LJoyner@philasd.org

CCP IMPORTANT OFFICES FOR DUALY ENROLLED STUDENTS DIRECTORY

DEPARTMENT	TELEPHONE	LOCATION
College's Main Number	(215) 751-8000	
Division of Access and Community Engagement <ul style="list-style-type: none"> Office of K-16 Partnerships 	(215) 751-8381	S3-03
Lost & Found	(215) 751-8111	MG-12
Security <ul style="list-style-type: none"> Main Campus Northeast Center Northwest Center West Regional Center 	(215) 751-8111 (215) 972-6219 (215) 496-6012 (215) 299-5863	MG-12
Student Technical Support (Help Desk)	(215) 496-6000	