

The Arts Academy at Benjamin Rush High School

STUDENT HANDBOOK 2021-2022 SY



Dear Students,

Welcome to the Arts Academy at Benjamin Rush High School! For those of you returning to our school, welcome back!

Even in these ever-changing times, We are committed to leading all of you towards continued academic success with a strong focus on interdisciplinary curriculum, the blending of the arts, and our core values and beliefs.

Building a community of life-long learners is a key factor of any school. We hope that this handbook will be helpful to you and will help enable an environment of learning, safety, and positive behavior. When you have concerns or suggestions, please remember you are a part of a family who has your best interest at heart. You are highly encouraged to reach out to your student council representatives, teachers, and/or administrators. We all welcome your ideas and respectful critique.

The guidelines contained in this handbook are meant to support the Policies and Procedures of the School District of Philadelphia as well as The School District of Philadelphia's Student Code of Conduct. The foremost important lesson that you can learn as a member of our school community is to uphold respect for yourself and others. We ask that you respect everyone within the Rush Arts community. It is a privilege to be an accepted member of The Arts Academy at Benjamin Rush family, and the expectation is that all students will conduct themselves accordingly at all times.

Although there are many facets that make our program unique, you are the most instrumental and best part of what makes The Arts Academy at Benjamin Rush High School so unique. We are proud that our students are taught to question deeply and participate widely in a curriculum that is meaningful and related to their world. We have created a set of core values that frame our curriculum.

In order to enrich the Rush Arts curriculum, we connect all disciplines to prepare our graduates for success in the world beyond high school. To this end, Rush Arts has adopted six core values, which shape our way of thinking and our conduct. They are meant to promote reflections, discipline, and critical questioning. The Rush Arts core values and driving questions are the following:

- Imagination: What if?
- Communication: How can I be sure I am understood or heard?
- Empathy: Who does this affect?
- Perspective: Through what lens do I examine this? Where does it come from?
- Analysis: How do I know what I know?
- Commitment: What action or direction do I need to take?

Our students are introduced to these core values when they are in ninth grade and continue to use them throughout their four-year tenure at The Arts Academy at Benjamin Rush High School. And with that, I wish you an awesome and productive school year.

Dr. Latoyia K. Bailey
Principal

Disclaimer:

This document is subject to change. Updates to the Student Handbook will be provided to the students and changes will be made to the online version of the document and will be included in any subsequent printing or publishing of the document.

Our Mission

Rush Arts is based on the belief that the arts provide an opportunity to develop intellectual growth and personal creativity as part of a rigorous academic curriculum. We emphasize the building of a reflective community of learners who are adaptive critical thinkers and creators while preparing our students for college and professional careers. Transdisciplinary teaching and learning are applied in every classroom. Rush Arts prepares students to become active members of a democratic society by fostering a culture of respect for the various views of our diverse student population and encouraging student voice in the pursuit of social justice.

STUDENTS' RIGHTS and RESPONSIBILITIES

The Arts Academy at Benjamin Rush High School fosters a climate of mutual respect for the rights of all students, teachers and staff. Students shall exercise their rights and responsibilities in compliance with rules established for the orderly conduct of the school's educational mission. Our objective is to promote positive behavior as students assume their responsibilities as citizens in the school community.

Responsibilities of Students

- Be present, punctual, respectful, and involved in school activities.
- Adhere to dress code and all expectations outlined in the Student Handbook.
- Utilize technology and social media responsibly.
- Demonstrate academic integrity and honesty.
- Respect the school and the diverse views of our school community as outlined in the Student Handbook and in the School District of Philadelphia's Student Code of Conduct.
- Communicate in a respectful manner with teachers, peers, and all members of the school community.
- Demonstrate our commitment to our education by completing all school assignments on time with attention to quality, and ask for help when needed.
- Provide all notices and information distributed at school to parents/caregivers.

For more information, student rights and responsibilities as outlined by the School District of Philadelphia are available in the Code of Student Conduct.

Policies and Procedures

IMPORTANT DATES / SCHOOL CALENDAR

Please visit our website: rush.philasd.org and click on "calendar" for all important dates.

TRANSPORTATION

All students who live 1.5 miles or further from our school *as determined by SEPTA in conjunction with The School District of Philadelphia*, will be issued a free [SEPTA Student Fare Card](#). Students will receive one reusable card, and must keep it in a safe place. There is only one back-up card per student. Any student who loses his/her SEPTA Student Fare Cards must wait until another card is sent to the school from SEPTA if the replacement card is lost or stolen; therefore, keeping the card in a safe and secure place is the sole responsibility of the student once it is issued.

ATTENDANCE and LATENESS

In order for Rush Arts graduates to be prepared for higher education and beyond, it is imperative that students realize the value of daily attendance and punctuality, classroom participation, and active engagement.

- Students must scan in every day before 7:45 am with their school issued ID card. Students who do not have their ID card will be charged \$1.00 for a temporary ID. All students must have a school ID in their possession at all times. If the student does not have \$1.00, that fee is recorded and must be paid prior to graduation. Notices will be sent home at the end of each year for any student who owes temporary ID fines.
- On the day of any absence or lateness, the parent/guardian of the student should call the main office at 215-400-3030 to alert the school of the intended absence. In addition, the parent/guardian must provide the required excuse note upon the student's return.
- Students are expected to present valid absence excuse notes upon their return to school after any absence and must submit those notes to their advisor. The advisor will submit notes to the main office to be coded in the system.
- Students absent more than 3 consecutive days should present an excuse note from a medical doctor within three days of their absence. No more than 9 excuse notes written by parents / caregivers will be accepted in one school year. After 9 absences, the notes must come from a doctor.
- Any student with 3 or more unexcused absences will receive a legal notice regarding absences. 6 or more unexcused absences will result in the development of a truancy elimination plan. Parents will be expected to attend a meeting to develop this plan. 10 or more unexcused absences will result in loss of school privileges and a referral to truancy court.
- Late students must retrieve a late pass from the scan machine or main office before going to class. Under no circumstances may late students report to a class without getting a "late slip" from the scan machine or the main office. Students are considered late at 7:46am.
- After students are late or absent to school nine times, all extra-curricular activities will be revoked and the student will be required to meet with the Student Eligibility Monitor. The parent/guardian will also be contacted to help create an action plan to ensure punctuality and attendance. During this meeting, a timeline for the reinstatement of privileges will be discussed. Following the reinstatement of privileges, a student who is late or absent to school three more times will become ineligible again. Following a second period of ineligibility, the student and their parent/guardian will meet together with the eligibility monitor to further ensure attendance and punctuality.
- Any and all excused lateness and absences will be subject to review by the Principal or designee.
- Family trips will not be approved as excused absences during instructional days and will be coded as unexcused.

Chronic abuse of the above policy will be handled on an individual case basis involving concerned parties including parent, student, staff and administration, if necessary.

EARLY DISMISSALS

The following procedure must be followed for excused early dismissals to be granted:

- Any student requesting an early dismissal must be picked up by a parent/guardian or designee who is listed on the SIS network with an accompanying note by the legal guardian. The designee has to be a responsible adult over the age of 18 years. If utilizing a designee to pick a student up from school, the parent must be contacted to provide consent.
- According to School District of Philadelphia Policy, students who are leaving early due to illness must be picked up by a parent or designee. Students may not take public transportation or drive their own vehicles home in the event they are ill, regardless of age.
- Some examples of valid reasons for early dismissals are:
 - Participation in religious observances
 - Attendance at a funeral observance
 - A family crisis or emergency
 - Student illness
- Early Dismissals for athletic competitions will be coordinated through the athletic department.

Standard medical and dental appointments should be scheduled after school hours when at all possible.

GRADING SCALE

A:	90 - 100
B:	80 - 89
C:	70 - 79
D:	60 - 69
F:	50 - 59

Honors are awarded during the report card grading periods based on the following criteria: Distinguished Honors are awarded to students who earn straight As, Honor Roll is awarded to those who earn all As and Bs.

CLASS SYLLABUS

It is the student's responsibility to review the grading policies and adhere to classroom procedures and expectations outlined in each syllabi for every class on their roster.

GUIDANCE

The office of our counselor is located on the first floor next to the main office and is the primary emotional, academic and college/career support for the student body. Students should be in close contact with the counselor throughout their four years at Rush Arts, since vital college information concerning financial aid and scholarships is available through this office. Students can visit the counselor's office during lunch or they can make an appointment to see the counselor upon arriving to school at the scan machine or via email. In the case of an emergency, students may ask any teacher to call the counselor during class time.

LOCKERS

Every student is issued a locker. Student lockers are the property of the school. Students who play large instruments may receive an additional instrumental locker. Students who have gym **MUST** lock their personal items in a locker. Students are responsible for bringing their own locks for gym. Only combination locks are to be used on lockers that are issued to students (no key locks.) Lockers may be searched at any time to ensure the safety of the student body and staff members. Students should not share lockers for any reason. If you have any issue with a locker, please notify your advisor so that the problem may be resolved.

Students may not draw, write, or decorate their lockers with permanent ink. Also, students may not destroy the paint on their lockers with tape or adhesives. Any decorations on the outside of lockers must be temporary and taken down within two days. Decorations must not interfere with the quality of the exterior paint on the locker.

DRESS CODE PHILOSOPHY

The Arts Academy at Benjamin Rush High School student dress code supports equitable educational access and is designed to prepare students for the future. As such, students are expected to wear clothing that is appropriate in most professional settings. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any student based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code Expectations

The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student. Any restrictions to the way a student dresses will be necessary to support the overall educational goals of the school and will be explained within this dress code.

1. Students Must Wear

- A shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

2. Students May Wear

- Hats. (They must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Ball caps are only permitted if the brim is turned backwards).
- Religious headwear.
- Sweatshirts. If there is a hood, it must remain down.
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans".
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops.
- Athletic attire.

3. Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, racial, ethnic, or religious slurs, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- "See-through" clothing that reveals undergarments.
- Swimsuits or beach attire.
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

4. Additional Dress Code expectations will be outlined for specific classes and activities such as but not limited to Physical Education and Dance classes as needed.

5. Dress Code Enforcement:

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom. Repeated violations of the dress code may result in disciplinary action.

LUNCH PROCEDURES

There will be 4 lunch periods. Third period will be a special 25 minute lunch period for students who are taking additional courses that were approved by the principal. Periods 4, 5, and 6 will be 53 minute mixed grade lunches. Students will have the option to go to the library, sit with friends in designated areas of the first floor hallway, or intern with teachers if there is availability during that period in the particular class/course of interest. The hallways and the library are quiet zones. Students who are not quiet in these zones will be politely asked to return to the lunchroom. In the event we still have social distancing guidelines directed by the SDP and the CDC, students will **not** be able to sit in the hallways for lunch and must obey the safety protocols of said SDP, Rush Arts, and/or CDC guidelines for the health and safety of all students and staff.

NURSE and MEDICATION

Our nurse is assigned to our school five days a week. Students are permitted to carry inhalers and EpiPens in school with proper documentation from the doctor. Any other medication must be stored in the health room and administered by the nurse. Please notify the nurse during your lunch period or via email if you have any questions or concerns. For specific information regarding the nurse’s hours and procedures to visit the nurse, please visit the nurse link at rushartsonline.org.

INTERSCHOLASTIC ATHLETICS

The Rush Arts Athletic program includes nine teams that compete in the Philadelphia Public League (PPL) and the Pennsylvania Interscholastic Athletic Association (PIAA). In order to compete on a team, a student must have a completed medical examination from a Physician dated after **May 31st of the previous school year** on the current PIAA form only (section 7 of the PIAA permission packet). The form may be filled out by hand or printed out digitally if the Doctor's office has the ability to do that. However, NO other form is acceptable. A Doctor *may* choose to fill out this form using information from a previous physical. In that case, the form is filled out with the date it was filled out AND then a copy of the previous physical (on any form) may be attached if needed.

In addition, sections 1-6 of the PIAA permission packet and the School District of Philadelphia's "EH-80" must be completed in their entirety by the student's parent or legal guardian. There are no exceptions. Please note that students who are already 18 still need their parent(s) or legal guardian(s) to sign the forms. The school will offer Nine Interscholastic sports in 2021-2022:

2021-2022 Interscholastic Athletic teams

SEASON	GIRLS	BOYS
Fall	Soccer Volleyball JV Field Hockey	
Winter	Basketball Bowling	Basketball Bowling
Spring	Softball Flag Football (Pending)	Baseball

ELIGIBILITY FOR ATHLETICS

Students must meet specific criteria in order to be able to participate including but not limited to academic and attendance criteria. For the full eligibility criteria and policies specific to student-athletes, please visit the main athletics website at <https://rushartsknights.org/>

DOUBLING UP IN MATH

The only reason a student would “double up” in math and take both Algebra 2 and Geometry in the same year is to be eligible to take AP Calculus during senior year. Otherwise, there is no reason to double up in math. For students who double up, the 53-minute lunch period will be used for the additional math class and lunch will be provided during advisory. Students who double up in math during the 10th grade year or who have passed the Algebra 1 Keystones prior to coming to Rush and go directly to Geometry in 9th grade must take Pre-calculus in their junior year. There are no exceptions.

EXTRA-CURRICULAR ACTIVITIES

Participation and commitment to extracurricular activities are extremely important. Many art, academic and athletic activities will take place before and after school. Colleges often place high value on the level of commitment of the applicant by their involvement in extra curricular activities when considered for acceptance. Therefore, students are encouraged to initiate and lead club, academic, and athletic activities. Please approach a faculty member about sponsoring any activities that you would like to see at the school. Our Student Activity Sponsor will speak to any student who would like to start a club. All clubs associated with health, fitness, athletics or wellness should be reviewed by our Athletic Director. All clubs associated with the arts should be reviewed by the specific arts major teacher.

Students wishing to participate in extracurricular clubs before or after school, but are failing one class, may participate in the club as long as it does not interfere with tutoring or academic support for the subject in which they are failing. This policy does not include Eligibility for Varsity Athletics.

All advertising, fundraising, and distribution and selling of goods/merchandise must be done through a recognized school entity, as well as approved and organized by a staff member or through the Rush Home and School Association. Additionally, no unauthorized use of the Rush logo or the name of the school including the Arts Academy at Benjamin Rush or Rush Arts, is permitted in club fundraising.

TUTORING

Tutoring in the areas of math, literature, and biology will be available after school by request. Students may ask their teachers when and where tutoring is available. Students who are seeking tutoring in other areas of study may visit the counselor and will be matched with an Honor Society Student.

SCHOOL CANCELLATION

School cancellations will be announced on all local news channels. When school will be closed, an announcement will be made on all local news channels that *All Philadelphia Public Schools will be Closed*. You may also find more information regarding school closings by going to the School District of Philadelphia’s website: www.philasd.org.

LOST AND FOUND

Any lost items that are found in the building will be returned to the main office.

SECURITY SCANNERS and ID CARDS

All students and visitors entering the school building are required to use only the Knights Road front entrance. All other entrance doors are closed for security purposes. Students may not open exterior doors for any visitor or member of our school community. Anyone entering the building must have their personal possessions X-rayed and pass through the metal detectors.

In addition, students must carry an ID scan card that must be swiped through a computer immediately upon passing through the detector. The first scan card is issued free of charge. Any student forgetting his/her card on a given day must pay \$1.00 per day for a temporary ID. A replacement ID costs \$5.00.

SCHOOL SAFETY

Safety is our number one priority. All students and visitors enter the building through the ramp and proceed through the metal detector. Any belongings are placed through the scan machine. Our school has carefully crafted a plan for a variety of emergency and or crisis situations. Our safety plan includes lock down, shelter in place, fire, and active shooter drills. Plans will be reviewed in all classrooms with students as part of the instructional plan at the beginning of each year and practiced in the form of drills throughout the school year.

SCHOOL AGE IMMUNIZATIONS

In the age of COVID-19, back-to-school vaccinations are more important than ever. Schools must ensure that all students are up to date with all mandatory school vaccinations, and prohibit any student from attending school in-person or virtually, where the school has not received evidence of all required vaccinations. As part of welcoming our students back to a safe and healthy environment, schools must prepare to follow school-age immunizations laws, as set forth by, the Pennsylvania Department of Health and the Pennsylvania Department of Education.

State law and district policy designates principals as having **the authority and obligation** to ensure implementation of District immunization policies and procedures in their school buildings. This includes enforcing nonattendance for students who are not compliant with their immunizations. These are not idle standards-- they are intended to protect the health and safety of your entire school community.

The District has already started communicating with families. Since the late spring and throughout the summer the District has taken the actions below to help students with immunization compliance. Visit www.philasd.org/vax to learn more.

In reference to Board of Education [Policy 203](#), this upcoming school year, any student that is non-compliant with the state mandated vaccines must be excluded from school on **August 31, 2021**. All school principals are required to implement the Student Exclusion Process for any student that is non-compliant with school-age immunizations. School-level implementation of the student exclusion process will result in prohibiting building access and marking students unexcused absence, see below for further details.

- **Prohibit Building Access:** Principals are required to prohibit any student that is non-compliant from entering a District building at any time. Excluded students may not participate in face-to-face or virtual instruction, extracurricular activities, sports, cheerleading, before and after school programming, tutoring, assessments, events, or any other activity taking place on District property.
- **Marked Unexcused Absence Leading to Truancy Consequences:** Excluded students will be marked as unexcused absence daily until their immunization records are updated. The unexcused absences will become a permanent part of their child's academic record and the parent can not

submit notes to have the absences excused. Continued unexcused absences will trigger the [truancy process](#). Parents will be informed of the consequences related to truancy.

MATERIALS AND EQUIPMENT

Students are responsible for the care, maintenance, and timely return of all materials and equipment loaned from school including but not limited to textbooks, technology, athletic uniforms, and instruments.

Students and/or parents will be assessed a fee for lost materials and equipment. Students will not be able to participate in the graduation ceremony until all materials are returned and/or all fees are paid.

TRANSFERING MAJORS

- Students who would like to transfer art majors will be considered on a case by case basis. Students who are interested in changing majors should approach their assigned art teacher to learn more about the process.
- Due to the school's roster, students may need to be re-rostered into new sections of their core subject areas or a different grade level in their art area. This should be considered when requesting to transfer.

WORKING PAPERS

All students under 18 need special documentation (working papers) in order to be employed. Students needing to obtain applications for working papers should see the counselor.

USE OF TECHNOLOGY

In the age of technology in which we all currently reside, student conduct with regard to the use of school hardware and software, and the responsible use of social media will be strictly enforced. The use of inappropriate websites and abuse of Internet access by students will be considered a severe infringement of the conduct code. Violators will be subject to disciplinary action based upon the School District of Philadelphia's Student Code of Conduct.

SEPTA FARE CARDS

- Students must keep track of their SEPTA FARE CARDS (if applicable). Only one issued per student. <https://www.philasd.org/transportation/wp-content/uploads/sites/108/2021/06/SEPTA-Fare-Card-Student-Overview-Full-Rollout-Reduced-Language.pptx-1.pdf>
- For more information about the SEPTA Student Fare Cards: <https://www.philasd.org/transportation/septastudentfarecard/>
- Farecard distribution will be on the first day of school during your scheduled lunch and afterschool 8/31/21
- Farecard will be deactivated and will be replaced

Social Distancing Protocol for 2021-2022 School Year *(Updated August 2021)*

The primary mode of transmission of the COVID-19 virus is by transmission of respiratory droplets between people in close proximity to each other. Therefore, maintaining physical distance between individuals can reduce transmission. The District has established the following social distancing requirements for all indoor spaces for the 2021-2022 school year.

- Staff and students must maintain at least three feet of social distance at all times unless cohorted

- within the classroom for small group work. Strict use of seating charts is required.
- Signs will be posted indicating the guidelines for maintaining social distance.
 - Employees are required to follow all signage or instructions regarding the use of common spaces, hallways, or pathways through the building. In the absence of signage, stay to the right of any hallway or stairs while others are passing.

SCHOOL BUILDINGS

Classrooms and other learning spaces will be organized to effectuate social distancing by changing the layout of desks, tables, and chairs in order for students to be spaced at a minimum of three feet apart. For tables or learning stations that are attached, one of two actions will be taken to ensure three feet of social distance: 1) seats will be marked so that students can only sit in locations that are three feet apart or 2) shared tables will be replaced with single student desks. Teachers' desks will be at least six feet from the nearest student desk. Tape marking a distance of six feet will be placed around the teacher's desk.

Signage and decals (and/or colored tape) will be installed in school buildings to remind students and staff of the requirement to maintain three feet of social distance. Schools will establish patterns for traffic flow through building entrances, exits, hallways, and other common areas to ensure this social distancing. Specifically for hallways, schools will create schedules for staff and students to ensure students can maintain three feet of social distancing.

Additionally, schools will create plans for school start and dismissal time (such as using different entrances and exits for different groups of students) every day to minimize large, non-cohort groups.

Outdoor spaces, when possible, will be utilized to also help maintain social distancing and minimize the number of students in a classroom.

High Schools

Due to individualized student rosters, cohorting of high school students into defined groups may not be possible. To minimize unnecessary interactions, students should not mingle with other students who are not in their class roster or extra-curricular activity like a sport or art. Strict use of seating charts is required.

NON-SCHOOL BUILDINGS

Employees must stay three feet from each other throughout their shifts except while seated in cubicles where wall panels extend above the head of the seated employee. Use of shared offices or shared cubicles is prohibited. The manager will be tasked with identifying optional staffing solutions or alternative work space.

SCHOOL AND NON-SCHOOL BUILDINGS

- The below provisions apply to both school and non-school buildings. Signage and Posters
- Employees are expected to follow visual cues including signage, floor decals, and colored tape indicating social distancing parameters and traffic flow through building entrances, exits, and other common use areas.

- Elevators No more than four people may occupy an elevator at a time, with each person in each corner of the elevator. Stairs should be used whenever possible.
- Meeting Rooms Meetings are permitted in-person or virtual to the extent necessary to complete job functions. Attendees should remain socially distanced and masked at all times during the meeting. Consumption of food while participating in indoor meeting spaces is discouraged.
- Employee Break Rooms/Meals Break rooms and lunchrooms may be used for vending machine purchases and food preparation with three feet social distancing being practiced by all present. Employees are encouraged to eat in their classroom/office/cubicle or to eat outside, if practical and feasible. Employees are able to eat in adjacent cubicles. If available, a large congregation room can be made available for eating purposes if the following parameters are strictly followed: 1) three feet of distancing at all times, 2) cleaning one's personal eating space thoroughly when finished, and 3) storing mask under chin or in one's pocket while eating. When in a room with others and abiding by all of the aforementioned, masks should be immediately replaced when eating or drinking has ended.

Restrooms

The number of people permitted in a restroom will be determined by the size of space and layout of restroom partitions to ensure at least three feet distance between individuals. Restroom toilet partitions provide appropriate separation for individuals. In cases where partitions are not currently in place, and do not extend above the individual's head, signage will indicate the use of every other toilet stall, i.e. every other urinal in the men's restroom will be closed off to keep individuals three feet apart. The same approach will be applied to restroom sinks that don't allow for appropriate distancing.

Visitors

A person planning to visit a District school or facility will be expected to abide by the **Visitor Protocol**. This protocol applies to contractors delivering/providing goods or services for the District and others. Employees bringing contractors to work on District properties are required to share these requirements, and contractors will be expected to adhere to them. Contractors must also have their own COVID-19 risk mitigation policies or procedures, which must be provided to, and receive approval from, the District.

All approved visitors will need to have a confirmed appointment for a specific date, time, and purpose to enter a District building. Approved visitors (including parents/guardians) do not have unrestricted access to District facilities and must remain in approved areas only.

Rush Arts' Anti-Discrimination and Anti-Harassment Policy

The students and staff at The Arts Academy at Benjamin Rush High School (Rush Arts) come from varied backgrounds. Respect for different backgrounds is essential to a school community.

All students and staff are reminded that students are prohibited from harassing and discriminating against other students on school grounds, school buses, at all school sponsored activities, programs and events, and on social media on the basis of race, color, national origin (includes groups of persons of common ancestry, heritage, background, or students from the same country), ethnicity, religion, gender, gender identity, sexual orientation or disability. This policy and procedure addresses only harassment or discrimination by students against other students. Misconduct by teachers against students should be promptly reported pursuant to the Student Handbook. The School District of Philadelphia Code of Student Conduct prohibits harassing or discriminatory conduct, subject to appropriate discipline. All forms of harassment/discrimination are prohibited at Rush Arts.

1. DEFINITION OF HARASSMENT

What constitutes discriminatory or harassing behavior under this policy?

Prohibited conduct includes, but is not limited to the following:

Threatening or harassing, intimidating or physically assaulting another student because of his or her race, color, ethnicity, national origin, religion, gender, gender identity, sexual orientation, or disability; using derogatory language in reference to another student's race, color, ethnicity, national origin, religion, gender, gender identity, sexual orientation, or disability; teasing or taunting another student because of his or her race, color, ethnicity, national origin, religion, gender, gender identity, sexual orientation, or disability.

Examples of conduct which may constitute harassment under this policy include but are not limited to the following:

Writing graffiti containing offensive language which is derogatory to others because of their race, color, national origin, religion, gender, gender identity, sexual orientation, or disability, making derogatory jokes or name-calling or slurs directed at others because of their race, color, national origin, religion, gender, gender identity, sexual orientation, or disability, negative stereotypes or hostile acts which are derogatory to others because of their race, color, national origin, religion, gender, gender identity, sexual orientation, or disability, 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 because of their race, color, national origin, religion, gender, gender identity, sexual orientation, or disability.

2. DESIGNATION OF RUSH ARTS STAFF MEMBER:

Mr. Stanley Johnson, Climate Manager, is responsible for receiving and investigating complaints of discriminatory or harassing behavior against students by other students. The designation of the Rush Arts staff member responsible to receive and investigate complaints of harassment will be made available to all staff and students on an annual basis at the beginning of each school year.

3. PROCEDURES FOR REPORTING HARASSMENT

Students who believe that they have been the victim of discriminatory behavior by another student, and all students with knowledge of such behavior, are encouraged to report it immediately to school staff.

Complaints of discrimination or harassment can be submitted in writing or orally to Mr. Johnson, or to any other staff member.

Complaints should be reported as soon as possible after the incident(s) in order to be effectively investigated and resolved.

In addition to Mr. Johnson students may also report incidents to any staff member including, but

not limited to, teachers, guidance counselors, coaches, administrators, climate managers and/or School Safety Officers or other climate staff. Staff members are obligated to report promptly to Mr. Johnson: (1) complaints of harassment they receive, and (2) incidents of harassment that they witness or have reason to believe occurred. Staff members must report such incidents to Mr. Johnson later than one school day after the staff member receives the complaint or witnesses or has reason to believe such an incident occurred. Staff members are required to take reasonable steps to stop any harassment that they witness unless the staff member believes in good faith that such action would pose a risk to his or her safety and/or the safety of others.

4. INVESTIGATION OF HARASSMENT

Instances of student-on-student harassment shall be investigated as follows:

Rush Arts will promptly investigate and address all complaints of discrimination or harassment. The designated staff member is responsible for investigating the complaint.

As soon as practicable, but not later than fourteen days following receipt of the complaint, the designated staff member must conduct an investigation of the complaint which should include the following steps to the extent appropriate:

- a. Interview the alleged victim and document the conversation.
 - b. Ask the alleged victim to prepare a written statement which includes as much detail as possible, including a description of the behavior, when it took place and who may have witnessed it.
 - c. Interview the accused student and advise him/her that if the conduct has in fact occurred it must cease immediately.
 - d. Ask the accused student to prepare a written statement.
 - e. Separately interview appropriate witnesses and obtain their written statements.
- In determining whether alleged conduct constitutes a violation of this policy, the staff member investigating the complaint should consider the surrounding circumstances, the nature of the behavior, any past incidents, the relationship between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

At the conclusion of the investigation, the designated staff member will make a written determination whether the conduct occurred and whether the conduct constitutes harassment or discrimination, and shall complete a Student-on-Student Harassment Complaint Report. The completed report should be referred to the principal or his/her designee for appropriate disciplinary action.

5. RESPONSE TO INSTANCES OF HARASSMENT

Students who have been found to have violated the Rush Arts Anti-Discrimination and Anti-Harassment Policy will receive appropriate corrective remedial action which may include disciplinary action pursuant to the Student Code of Conduct. The level of the offense will determine the disciplinary action.

Rush Arts will offer appropriate counseling services by school guidance counselor (or recommend an outside agency) to victims of harassment and to the accused student, if appropriate. Counseling sessions will include appropriate translation and/or interpretation services if necessary. As soon as practicable after a complaint is made, Rush Arts will use reasonable efforts to contact the parents of victims and the accused students to notify them of a harassment complaint. Notification shall be made not later than three (3) days after the investigation determines that the anti-harassment policy has been violated. If requested, the Principal or the designee shall promptly meet with all victims of harassment. Rush Arts will use authorized interpretation services to communicate with parents when necessary. The principal or the designee shall report to the School District compliance officer all complaints of student-on-student harassment that may be based on race, color and/or national origin within ten (10) days of the receipt of the complaint. The principal or the designee may report to the Philadelphia Safety Department any incidents that he or she believes involves criminal conduct within 72 hours of the report of the incident.

6. CONFIDENTIALITY

It is Rush Arts' policy to respect the privacy and anonymity of all parties and witnesses to complaints brought under this policy. However, the need for confidentiality must be balanced against the obligation to cooperate with Safety investigations to provide due process to the accused or to take necessary action to resolve the complaint. Therefore, information regarding the complaint may be disclosed in appropriate circumstances to individuals with the need to know. Every effort will be made to respect the confidentiality of all members of the complaint.

7. RETALIATION

Retaliation under this policy is defined as: adverse action against either a student or staff member because they reported or participated in an investigation of an alleged incident of discrimination or harassment on the basis of race, color, or national origin. Retaliation against a student, teacher or school employee is prohibited and will be subject to appropriate discipline. Student complaints of retaliation may be addressed to Climate Manager Mr. Stanley Johnson or Dr. Latoyia Bailey, Principal. Staff may make complaints to either Dr. Bailey or the Assistant Principal, Ms. Stephanie Henshaw.

8. Any student or parent who has a complaint concerning the school's response to a complaint of student-on-student harassment may report the matter to Office of General Counsel by calling 215-400-4120

DISCRIMINATION POLICIES

[\(Policy 102\)](#)

The policy's purpose is to ensure equity and justice for all members of the school community, and society as a whole, and to give those members the skills and knowledge they need to understand and overcome individual biases and institutional barriers to full equality. Federal and state laws prohibit harassment and/or discrimination and as a result the School District of Philadelphia is obligated to investigate and take appropriate action when this policy is violated.

The School District of Philadelphia has created a grievance process for a student who believes he/she has been harassed or discriminated against or been denied the rights guaranteed by this policy. The grievances will be monitored by a School District Title IX Coordinator who will assure that complaints

are investigated and resolved. The grievance form can be found in the School District of Philadelphia's Code of Student Conduct.

[\(Policy 252\)](#)

TRANSGENDER AND GENDER NON-CONFORMING STUDENTS

The purpose of this policy is to ensure safety, equity, and justice for all students regardless of gender identity or gender expression so that they can reach their fullest human and intellectual potential. Please visit the School District of Philadelphia's website for more information regarding Policy 252.

SDP Bullying & Harassment Policy from the Office of Climate and Safety

Policy 248: Harassment and Discrimination of Students:

ADOPTED: September 22, 2010

REVISED: March 15, 2018

Purpose: The School Reform Commission strives to provide a healthy safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment and sex discrimination (including sexual harassment, sexual assault and sexual violence) in any form is not tolerated. It shall also be the policy of the District that each staff member shall be responsible for maintaining an educational environment free from all forms of harassment and sex discrimination, and that each student shall be responsible to respect the rights of his/her fellow students and employees and to ensure an atmosphere free from all forms of harassment and sex discrimination. For clarity with the *Authority, Definitions, Guidelines, Mandated Regulatory Procedures, Apparel Procedure, Delegation of Responsibility, Legal References, and Related Information*, please read this entire [Policy 248](#) document in its entirety.

Policy 249: Policy on Bullying and Cyberbullying:

EFFECTIVE: September 9, 2013

REVISED: March 26, 2020

Purpose: The purpose of these procedures is to maintain a healthy, safe, and positive school environment that is conducive to learning; to ensure that school administrators, teachers, and staff take appropriate measures to prevent and intervene in incidents of bullying and harassment, and to prohibit the reprisal or retaliation against individuals who report these acts. For more information on the Definitions, Procedures, and the Maintenance Schedule, please read this entire [Policy 249](#) document in its entirety.

The School District of Philadelphia encourages students who have been bullied or witnesses bullying to immediately report such incidents to the building administrator or manager of non-instructional support services. If there is no response, the target of such acts is encouraged to report the incident to the regional office and the district's bullying hotline (215-400-SAFE). [**BULLYING HOTLINE**](#)

The SDP directs that complaints of bullying shall be investigated promptly and thoroughly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying and/or Cyberbullying.

The SDP Prohibition of Weapons and Drugs Protocol

WHAT IS PROHIBITION OF WEAPONS AND DRUGS?

Any and all property prohibited by District policy and/or the law.

WEAPONS ARE DEFINED AS THE FOLLOWING:

Any object, device, or instrument designed as a weapon or capable of threatening or producing bodily harm, or which may be used to inflict self-injury including, but not limited to:

- 1. Any firearm, shotgun, rifle (whether loaded/unloaded, including cap guns, simulated guns, toy guns, pellet guns, and/or BB guns).**
- 2. Any cutting instruments/tool, including any knife, box cutter, and scissors.**
- 3. Any nunchuck, pepper spray, mace, laser pointers, or simulated weapons.**

DRUGS ARE DEFINED AS THE FOLLOWING:

Any illegal contraband with the intent to distribute or use including, but not limited to:

1. Controlled ***and*** non-controlled substances.
2. Unauthorized prescribed medication.

WHAT SHOULD YOU DO WHEN YOU KNOW SOMEONE IS IN POSSESSION OF A WEAPON AND/OR DRUGS?

1. Immediately report such incidents to the school Principal or designee, or to any other

- school staff member.
2. Any staff member who receives such a report shall immediately notify the Principal or designee.

WHAT WILL HAPPEN WHEN AN INCIDENT OF WEAPON AND/OR DRUG POSSESSION 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 possessed a weapon or drug the results of the investigation and provide the student an opportunity to respond to the allegations.
2. Consequence the behavior relative to the offense (suspension) etc., (following all due process requirements).

WHAT HAPPENS TO THE STUDENT WHO POSSESSED DRUGS OR WEAPONS?

Before going through the scanner, there is an Amnesty Box outside of the line before students scan in their belongings with the School Safety Officer. This box is a “safe space” where students can discard their drugs and weapons before their belongings are scanned in. **Students will not receive these items back**, but they will not be penalized for having them, as long as they are placed into the box beforehand. Students who violate the possession of weapon and/or drugs policy will be subject to one or more of the following disciplinary procedures:

1. Receive long-term Suspension (4-10 days).
2. Parent conference within three (3) days following suspension.
3. Review of student records, witness statements, and evidence (video/ photographs) at parent conference (if applicable).
4. Inform parents of further disciplinary action.
5. A referral for placement in an alternative education program or expulsion.
6. Enter into the Diversion Program.

STUDENT ACCOUNTABILITY GUIDELINES

We ask you to consider and obey the following school codes. Disciplinary action will follow guidelines listed. Consequences not listed can be found in the School District of Philadelphia Code of Student Conduct.

1. Disruption of School or Classroom

Good classroom instruction requires that students be attentive and cooperative. No student shall disrupt the teaching/learning process. Consideration for classmates and neighboring classes must be maintained.

Infractions will be dealt with on an individual basis utilizing student conferences, parent conferences, detention and/or suspension. Students who continuously disrupt the educational process will be referred to the administration by the teacher with documentation of the student’s behavior.

2. Tardiness to Class

Tardiness to class creates disruption and prevents all students from learning. Students are required to be in class by the time the second bell rings. (First bell dismisses from the lunchroom or class, second bell announces the beginning of class). Students must use the time between classes wisely. Teachers will conference with students and contact home if tardiness to class becomes an issue. A meeting with the student, counselor, a parent, teachers, and an administrator will be held if tardiness to class continues. Students must serve all detentions issued in order to be eligible to participate in dances, proms, and special events and activities that are not related to the curriculum.

3. Cutting or Skipping Class

If a student is found outside of class without a teacher's permission or is excessively late to class without permission, the student may be considered cutting or skipping. The student will lose credit for missed class time and a parent meeting may be scheduled by the teacher to discuss consequences and to create an action plan.

4. Unauthorized Leaving of School Grounds

Students who leave school grounds without authorization are subject to disciplinary measures. A parent/guardian must attend a mandatory conference to assist with the development of an action plan to ensure their child's safety and success.

5. Cheating and Academic Integrity

The Arts Academy at Benjamin Rush High School takes cheating, plagiarism, and all forms of academic dishonesty very seriously. Cheating is any act that can give unfair academic advantage to a student, her grades, or her records.

This includes, but is not limited to, the following:

- Sharing, copying, or stealing credit for someone else's homework,
 - Sharing or copying test or quiz answers,
 - Taking credit for another person's work,
 - Using someone else's writing or work without giving credit,
 - Cutting and pasting from the internet or someone else's work,
 - Using any resource to gain information or get answers without doing your own actual work or research (i.e. SparkNotes),
 - Utilizing or holding a cell phone or Apple watch in hand during testing,
 - Communicating during a test or quiz in any way unless permitted by the teacher, and/or
 - Talking to others about an assignment, test or quiz before all students have taken it.
- Cheating or helping someone else cheat will result in academic consequences, to be determined by the teacher.



6. Suspensions

- Please consult the School District's [Student Code of Conduct](http://www.philasd.org) (which can also be found at www.philasd.org) for information regarding infractions that can result in suspension.
- Students who are suspended may not participate in activities during their time of suspension.
- If students are suspended during the days of prom, senior trip, or any special event all money that was paid by that student will be refunded.

7. Homework

The Arts Academy at Benjamin Rush High School believes that homework and/or independent practice enhances long term and meaningful learning. Therefore, all teachers will regularly assign work aligned with classroom objectives that are to be done by students independently. Students are responsible for submitting all homework and other independent work to their teachers and are expected to set aside time to complete independent assignments. Homework is expected to be submitted by the student on the due date designated by the teacher in order to obtain maximum credit. Homework and independent work contribute to the overall grade point average in each subject area. Please refer to the class syllabi for each teacher's homework policy.

8. Breakfast / Lunch

Breakfast and lunch are free to all students. **Students may never leave the building for lunch or have lunch delivered from outsider vendors.** While students may bring their own lunch to school, we will not accept deliveries of lunch from parents, family members, and friends during the school day as it is a disruption to our instructional program. If a student forgets to bring lunch, lunch can be obtained free of cost in the lunchroom.

The library will be available to students during the lunch period on most days. Computers are available in the library for student use. With the exception of when the IMC must be used as an additional space for the lunchroom while we are following social distancing and masking protocols. Otherwise, no food will be allowed in the library.

9. Smoking

Students are not permitted to smoke regular or electronic cigarettes on campus at any time before, during, or after school. Smoking of any kind is prohibited from Rush Arts school campus.

10. Cell Phones

The School District of Philadelphia supports appropriate use of cell phones in all Philadelphia schools. Because many of our students travel on buses and use cell phones for safety, we allow students to carry phones into the building.

Cell phones must be turned off and put away during class, unless the teacher specifies cell phone use for a specific purpose and/or lesson. The cafeteria and library, during lunch periods, are the cell phone tech zones. Students will be permitted to utilize their cell phones during their specific lunch period, the cafeteria, library, and lunch zones. **When in tech zones, students must obtain verbal permission/consent prior to taking pictures of any student or staff member with a camera, cell**

phone, or any other device.

The principal or any other administrator reserves the right to remove a cell phone or any electronic device from a student's possession if it is reported and determined that a student is utilizing the device inappropriately or irresponsibly. The phone will be returned to the parents/guardians during a mandatory conference that will be scheduled after the phone is confiscated.

11. Harassment and Bullying

The Rush Arts faculty and community take harassment and bullying very seriously. All students are expected to behave with respect towards peers and to treat each other kindly. If you have an issue with harassment or bullying from anyone in the building, please follow the protocols and procedures for reporting such incidents to a trusted adult. You can find more information about the procedures for reporting located

12. Graffiti

Destruction of any part of the school by this means will be dealt with most severely on an individual basis in relation to the level of the offense and the destruction caused. The staff and students take pride in their environment and those who infringe on our commitment to safe and pleasant surroundings can have their special admission status rescinded.

DEFINITIONS:

Bullying: Repeated intentional conduct that is directed at another student or students, in or outside a school setting, that is severe, persistent or pervasive, and that either (1) substantially interferes with a student's education, or (2) creates a hostile learning environment, or (3) substantially disrupts school operation. Bullying occurs with an interpersonal relationship where there is an imbalance of power (e.g., one person is physically larger, stronger, mentally quicker, or socially more powerful.) The conduct may be physical, psychological, verbal, nonverbal, written, or electronic.

Cyber-bullying: Bullying that occurs through electronic communication devices, messages, tweets, blogs, photo and video sharing, chat rooms, dashboards, or websites.

Harassment: Unwelcome verbal, written, graphic, or physical conduct relating to a student or school community member's gender, age, race, color, sexual orientation, (known or perceived,) gender identity expression (known or perceived,) national origin, religion, disability, English language proficiency, socioeconomic status, and/or political beliefs. Harassment does not have to include the intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual Harassment: Unwelcome conduct of a sexual nature that includes unwelcome sexual advances, requests for sexual favors, and other verbal nonverbal, or physical conduct of a sexual nature. Any student who feels that he or she is being bullied or harassed verbally, sexually, physically, or online should report the incident to the climate manager, principal, counselor, or trusted teacher immediately. Faculty members are obligated to investigate any incident. Any student found guilty of bullying and harassment will face disciplinary consequences as defined by the School District of Philadelphia Code of Conduct.

SCHOOL DISTRICT OF PHILADELPHIA
The Arts Academy at Benjamin Rush High School
PARENT INVOLVEMENT POLICY

The following are The School District of Philadelphia's ANCHOR GOALS:

1. 100% of students will graduate, ready for college and career.
2. 100% of 8-year-olds will read on grade level.
3. 100% of schools will have great principals and teachers.
4. SDP will have 100% of the funding we need for great schools, and zero deficits.

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

SCHOOL/TEACHER RESPONSIBILITIES:

The Arts Academy at Benjamin Rush High School will adhere to the following:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the Common Core academic achievement standards.
- Hold parent-teacher conferences (at least annually) during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their children's progress.
- Provide parents reasonable access to staff.
- Provide parents opportunities to volunteer and participate in their child's learning and to observe school activities.

IMPORTANT PARENT RESPONSIBILITIES *(These are merely helpful suggestions):*

- Monitor attendance.
- Make sure that homework is completed.
- Monitor the amount of time your child spends on social media.
- Volunteer in my child's school when possible..
- Participate, as appropriate, in decisions relating to my child's education.
- Promote positive use of my child's extracurricular time.
- Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district either received by my child or by mail and respond, as appropriate.
- Serve, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, School Advisory Council (SAC), Home and School Association, and the District Advisory Council.
- Help your child keep track of his/her SEPTA FARE CARDS (if applicable).

<https://www.philasd.org/transportation/wp-content/uploads/sites/108/2021/06/SEPTA-Fare-Card-Student-Overview-Full-Rollout-Reduced-Language.pptx-1.pdf>

- For more information about the SEPTA Student Fare Cards:
<https://www.philasd.org/transportation/septastudentfarecard/>

COMMUNICATION ABOUT STUDENT LEARNING:

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

- Interim Reports
- Parent Portal
- Text Message
- Newsletter
- Website
- Phone Calls
- Flyers
- Emails
- Parent Conferences
- Facebook and Twitter

ACTIVITIES TO BUILD PARTNERSHIPS:

The Arts Academy at Benjamin Rush High School offers ongoing events and programs to build partnerships with families.

- School Advisory Councils
- Home and School Meetings
- Workshops/Trainings
- Open House
- Winter and Spring Arts Shows/Concerts, etc
- Parent Observation
- Parents can reach out to our FACE Liaison

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

The Arts Academy at Benjamin Rush High School agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

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

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.