

## **Welcome to The Arts Academy at Benjamin Rush**

Dear Students,

Building a community of learners is the most important piece to any school. We hope that this handbook will be helpful to students and create an environment of learning, safety and positive behavior. If you have any concerns or suggestions to add, please do not hesitate to speak to your teachers or principal. We welcome your ideas and encourage careful critique.

The guidelines contained in this handbook are meant to support the Policies and Procedures of the School District of Philadelphia. The foremost important lesson that you can learn as a member of a school community is to respect yourself and others. We ask that you respect everyone in The Arts Academy community. Contribute frequently to your school and see yourself as a role model to other students. It is a privilege to be accepted at The Arts Academy, and you should be proud of all your accomplishments.

There are many pieces to our program that make The Arts Academy at Benjamin Rush unique. We are proud that our students are taught to question deeply and participate in a curriculum that is meaningful and related to their world. We have created a set of core values that frame our curriculum and which are explained below.

In order to enrich the Arts Academy curriculum, we connect all disciplines, and prepare our graduates for success in the world beyond high school. The Arts Academy has adopted six Habits of Mind (HOM). The HOM are tools for thinking and acting that promote reflection, discipline, and critical thinking. They will serve as a guide in all classes. The Habits of Mind of The Arts Academy at Benjamin Rush are:

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

Students are introduced to these Habits of Mind when they are in ninth grade and continue to use them throughout their time at The Arts Academy.

Have a great year!

Ms. Brown

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### **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.**

## 2010-11 Regular Bell Schedule

| <b>LANE 1</b> | <b>PERIOD</b> | <b>START</b> | <b>END</b> | <b>COURSE TYPE</b> |
|---------------|---------------|--------------|------------|--------------------|
|               | 1             | 7:50         | 8:50       | CLASS              |
|               | 2             | 8:54         | 9:59       | CLASS              |
|               | 3             | 9:59         | 10:38      | LUNCH              |
|               | 4             | 10:42        | 11:42      | CLASS              |
|               | 5             | 11:46        | 12:46      | CLASS              |
|               | 6             | 12:50        | 1:50       | CLASS              |
|               | 7             | 1:54         | 2:54       | CLASS              |

| <b>LANE 2</b> | <b>PERIOD</b> | <b>START</b> | <b>END</b> | <b>COURSE TYPE</b> |
|---------------|---------------|--------------|------------|--------------------|
|               | 1             | 7:50         | 8:50       | CLASS              |
|               | 2             | 8:54         | 9:59       | CLASS              |
|               | 3             | 10:03        | 11:03      | CLASS              |
|               | 4             | 11:03        | 11:42      | LUNCH              |
|               | 5             | 11:46        | 12:46      | CLASS              |
|               | 6             | 12:50        | 1:50       | CLASS              |
|               | 7             | 1:54         | 2:54       | CLASS              |

| <b>LANE 3</b> | <b>PERIOD</b> | <b>START</b> | <b>END</b> | <b>COURSE TYPE</b> |
|---------------|---------------|--------------|------------|--------------------|
|               | 1             | 7:50         | 8:50       | CLASS              |
|               | 2             | 8:54         | 9:59       | CLASS              |
|               | 3             | 10:03        | 11:03      | CLASS              |
|               | 4             | 11:07        | 12:07      | CLASS              |
|               | 5             | 12:07        | 12:46      | LUNCH              |
|               | 6             | 12:50        | 1:50       | CLASS              |
|               | 7             | 1:54         | 2:54       | CLASS              |

## **SCHOOL CALENDAR 2010-2011**

|                  |                              |            |
|------------------|------------------------------|------------|
| September 7      | First day of School          |            |
| September 9-10   | Rosh Hashanah                | No School  |
| October 11       | Columbus Day                 | No School  |
| November 2       | Election Day                 | Staff Only |
| November 11      | Veterans' Day                | No School  |
| November 25 – 26 | Thanksgiving                 | No School  |
| December 24 – 31 | Winter Recess                | No School  |
| January 17       | Martin Luther King Day       | No School  |
| February 2       | Professional Development Day | Staff Only |
| February 21      | Presidents' Day              | No School  |
| April 18 – 22    | Spring Recess                | No School  |
| May 17           | Election Day                 | Staff Only |
| May 30           | Memorial Day                 | No School  |
| June 17          | Last Day of School           |            |

Early Dismissal Days will be posted on the School District of Philadelphia website and distributed to students at the start of the school year.

## COURSE OFFERINGS

Note: Yearlong courses count for one full credit. Courses lasting less than one year count for partial credit, depending on the duration of the course (i.e. half a year is typically a half credit).

| 9 <sup>th</sup> Grade             | 10 <sup>th</sup> Grade            | 11 <sup>th</sup> Grade            |
|-----------------------------------|-----------------------------------|-----------------------------------|
| English I                         | English II                        | English III or Honors English III |
| Algebra I or Geometry             | Geometry or Algebra II            | Algebra II or Pre-Calculus        |
| Biology                           | Chemistry                         | Physics or AP Chemistry           |
| World History                     | American History                  | African American History          |
| Spanish I or II                   | Spanish II or III                 | Spanish III or IV                 |
| <b>Art Course (Major):</b>        | <b>Art Course (Major):</b>        | <b>Art Course (Major):</b>        |
| Orchestra I or II                 | Orchestra I or II                 | Orchestra II or III               |
| Choir I or II                     | Choir I or II                     | Choir II or III                   |
| Theatre I or II                   | Theatre I or II                   | Theatre II or III                 |
| Fine Arts I                       | Fine Arts II                      | Graphic Arts I                    |
| Graphic Arts I                    | Graphic Arts II                   | Media Arts I                      |
| Media Arts I                      | Media Arts II                     | Fine Arts I                       |
| Dance Major I or II               | Dance Major I or II               | Dance Major II or III             |
| <b>Physical Education Course:</b> | <b>Physical Education Course:</b> | <b>Art Course (Elective):</b>     |
| Physical Education                | Health                            | Dance Appreciation                |
|                                   |                                   | Creating Theatre                  |
|                                   |                                   | Chamber Singers                   |
|                                   |                                   | Art III Advanced                  |
|                                   |                                   | Commercial Art & Illustration     |
|                                   |                                   | Web & Information Research Design |

# POLICIES AND PROCEDURES 2010-11

## ATHLETICS

Athletics are an important part of any school. As The Arts Academy at Benjamin Rush grows, so too will the number of athletic programs offered. Additionally, there will be various intramural sports set up for students to participate.

For the 2010-2011 school year, The Arts Academy will participate in the following sports. Additional sports may be added and will begin as intramural athletics. As the school grows we anticipate adding more sports.

### 2010-2011

#### Girls

| Fall          | Winter        | Spring   |
|---------------|---------------|--|
| JV Volleyball | JV Basketball | Varsity Soccer<br>Varsity Track and Field<br>JV Softball |

#### Boys

| Fall | Winter             | Spring                                 |
|------|--------------------|--|
|      | Varsity Basketball | Varsity Track and Field<br>JV Baseball |

The Pennsylvania Interscholastic Athletic Association (PIAA) requires certain physical and medical screenings and evaluations before students may participate in PIAA interscholastic competition. Students must also meet certain minimum academic requirements to remain eligible to participate in interscholastic competitions. (See “Eligibility for Athletic Activities” for these requirements.)

## ATTENDANCE and LATENESS

It is extremely important for **all** students to be on time for school and for all class periods throughout the day. Whereas the administrative team realizes that anyone may be late or absent for a valid reason on a particular day, chronic absences or lateness will be dealt with seriously.

## **ATTENDANCE and LATENESS, Cont'd.**

The policy is as follows:

- On the day of any absence or lateness, the parent/guardian of the student must call the counseling office at 215.281.2649 anytime and leave a message.
- Late students must report to the late desk before going to class. Under no circumstances may late students report to a class without getting a “late slip” from the late desk.
- Absent students’ parents will be called by the school if no adult has contacted the school by 10:00 am.
- Students are expected to present valid absence excuse notes upon their return to school after any absence.
- Students absent more than 3 consecutive days should present an excuse note from a medical doctor within three days of their absence.
- Any excused lateness will be subject to review by the Principal.
- Any student with excessive excused absences (ie. for a family vacation) will be taken off roll from the school and will have to reapply for admission.
- Any student with 10 or more unexcused absences will be referred to truancy court by the attendance and truancy office
- Any student who is late to school 4 or more times in a grading period will serve a designated Saturday detention (9am-12pm)

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.

Since the majority of The Arts Academy graduates will attend higher education, it is imperative that students realize the value of punctuality and classroom participation as keys to a successful educational experience. By instilling the Arts Academy graduate with a commitment to excellence in punctuality and attendance, the chance for success at the next level of their educational career will be greatly enhanced.

## **COMMUNICATION WITH THE SCHOOL**

In order to meet the needs of our students as fully as possible, it is essential that the members of home and school make every effort to communicate openly and frequently. At the school, we shall endeavor to meet this need through our reporting procedures and formal parent-teacher communication.

It is of equal importance that parents keep teachers informed of any developments that might influence the student's performance at school. At the first sign of any difficulty, please contact the counselor.

Parents are often reluctant to call the school with information or questions. Please be assured that we welcome your involvement and that, frequently, the information shared enables us to better meet the needs of the students.

All Arts Academy teachers create and maintain a website, blog or wiki to aid in communication with parents and students. They should serve as a tool to make it easier for students and parents to stay abreast of the information and requirements of each course. Should you have any specific questions concerning the information on teachers' sites, please contact the respective teacher individually.

Additionally, all parents and guardians should utilize Snap Grades, the school's web-based grading system, as a tool to remain aware of students' academic progress and maintain communication with teachers.

## **COMMUNITY SERVICE**

All students are required to complete a minimum of 20 hours of community service each year. Community service packets are available through the community service coordinators. Students need to complete an application and have their placement approved before hours begin to accumulate.

Students may complete community service in a variety of ways. Guidelines for service will be given to students at the beginning of the school year.

## **DISCRIMINATION and BULLYING (Policy 102)**

The policy of the School District of Philadelphia is to foster knowledge about and respect for those of all races, ethnic groups, social classes, genders, religions, disabilities, sexual orientations (perceived or known) and gender identities (perceived or known).

## **DISCRIMINATION and BULLYING (Policy 102), Cont'd.**

Its 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.

## **DRESS CODE**

The Arts Academy students should take pride in their appearance and dress in a manner exhibiting good taste. All clothing should be appropriate for learning. School logo wear and the school colors, purple and black, are encouraged.

Criteria for determining appropriate student attire are:

- The attire must not jeopardize the health and safety of others.
- The attire must not cause disruptions or interfere with the educational process.
- Shorts and skirts must reach the top of the knees. Mini-skirts and short shorts are not allowed.
- Track or gym shorts, cut-offs, spandex (biker) shorts or pants, and boxer shorts are not permitted except if participating in after-school sports.
- Shirts and tops of mesh or sheer materials or which expose the chest, back, midriff, or undergarments are not permitted.
- Hats are not to be worn in the building.
- Bare feet, sandals, or any open-toed shoes are not permitted. Students must wear closed shoes for safety reasons. Sandals with socks are not an acceptable alternative. High-heeled shoes are not to be worn to school unless there is a formal event or special occasion.
- All outer clothing is to be placed in lockers and is not permitted in the classrooms.
- Jeans or pants cannot have holes or rips in them.
- Pants are to be worn at the waist. Undergarments may not be visible.
- Chains and spiked accessories are not permitted.

The principal reserves the right to review the appropriateness of any student clothing and accessories. Issues of dress not clarified by these guidelines are under the discretion of the principal. Repeated violations of the dress code will result in a detention.

## **EARLY DISMISSALS**

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

- A letter signed by a parent/guardian containing a valid reason for the requested dismissal must be sent to the Counselor one day prior to the early dismissal date.
- Any student requesting early dismissal must be picked up by a parent/guardian or their designee who is listed on the SCN network. (This person has to be a responsible adult over the age of 18 years). Only under special circumstances will we allow students to leave via public transportation upon a parent's request via phone. The school secretary will monitor this strict procedure for early dismissal.
- Some examples of valid reasons for early dismissals are:
  1. participation in religious observances
  2. attendance at a funeral observance
  3. a family crisis or emergency

Standard medical and dental check-ups should be scheduled after school hours.

## **ELIGIBILITY FOR EXTRA-CURRICULAR CLUBS**

In order to participate in an extra-curricular activity in any discipline, a student must maintain the required grade point average of 1.75 and pass all subjects. A student must also maintain satisfactory attendance, citizenship, and behavior standards to participate.

## **EXTRA-CURRICULAR ACTIVITIES**

Participation and commitment to extra-curricular activities are extremely important. Many art and academic 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.

## **FIELD TRIPS AND SPECIAL EVENTS**

Participation in field trips and special events (ie. school dances, performances, school-wide social events) will be at the discretion of faculty members. Students may be deemed ineligible to participate based on academic performance, behavior and attendance.

## **FIRE DRILLS and SAFETY PLANS**

Quiet, mature conduct is expected at this time in order to provide a safe exodus for all students in the event of a hazardous situation. Signs are provided in each classroom with emergency evacuation procedures. To turn a false alarm is a criminal offense.

The following must be observed during all fire drills:

- Lights out; windows closed
- Walk rapidly in single file
- Stay with your class/group
- Return to the same classroom from which you came without any talking

Our school has carefully crafted a plan for a variety of emergency and or crisis situation. The procedures for these plans include a lock down, shelter in place and other plans in the event of an emergency. Plans will be reviewed in all advisories with students as part of instructional plan at the beginning of each year and practiced in the form of drills throughout the school year.

## **GRADE IMPROVEMENT CLUB (GIC)**

Students are encouraged to immediately seek academic support when they see a grade declining. On-going support includes: teacher conferencing, peer tutoring, and after school tutoring in specific subjects. If a student fails a subject in any report card period, the Grade Improvement program is required. Additionally, some students will be required to attend academic support sessions during the school day. This decision will be made by the Principal and will be based on the particular needs of the student.

Grade Improvement Club is an after-school program in which students study a particular subject in order to improve proficiency. Students obtain credit in that subject for each hour attended when they work on that subject. After working for 15 hours on one subject, the student's first F earned during the year in that class will be changed to a 65% (D). The schedule for this program will be published after the first report card period.

Subject area tutoring, with the permission of the teacher, also counts toward GIC credit hours for the failed subject. For example, if a student receives an F in Algebra and attends two hours of GIC and one hour of tutoring, then that student has obtained three hours toward recovering

## **GRADE IMPROVEMENT CLUB (GIC), Cont'd.**

their grade. However, if a student has failed Algebra and attends two hours of GIC and one hour of Spanish tutoring, they receive two hours toward recovering the Algebra grade.

### **Conduct in Grade Improvement Club**

Students must be on time. Any student arriving after more than 10 minutes after the end of the school day will not be admitted. The use of cell phones, iPods, and games is forbidden; students found using them will be asked to leave immediately and will not receive credit for that session. Students are expected to work silently, unless a study group is permitted. Failure to comply with GIC expectations may result in not accruing hours toward a failing grade.

## **GRADING SCALE**

|    |          |
|----|----------|
| A: | 90 - 100 |
| B: | 80 - 89  |
| C: | 70 - 79  |
| D: | 65 - 69  |
| F: | 50 - 64  |

## **GRADUATION REQUIREMENTS**

In order to participate in The Arts Academy at Benjamin Rush graduation ceremony at the conclusion of senior year, students must acquire 23.5 credits. Since The Arts Academy at Benjamin Rush includes 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grades only for 2010-2011, we will continue to keep students and parents updated as to what courses we plan to offer for the following years.

Lastly, a senior project is also required for graduation. The specifics of this project will be gathered as the current students move towards their senior year.

## **GUIDANCE**

The counselor's office is located on the first floor next to the main office and is the primary emotional and academic support for the student body. Students should be in close contact with the counselor, Ms. Sue Senner, throughout their years at The Arts Academy since vital college information concerning financial aid and scholarships is available through this office.

## **HOME and SCHOOL ASSOCIATION**

The Home and School Association is a vibrant segment of The Arts Academy at Benjamin Rush family. Fund-raising activities that enhance the academic, athletic, and artistic lives of our students will be continuous. Please encourage your family to join the Association in September of each academic year. Your help, suggestions and interest are needed for our school's growth. The Home and School Association will meet every other month on a designated evening. Dues are \$8.00 per family.

## **HONOR ROLL**

Honors are awarded during the report card grading periods based on the following criteria. Advisory grades and conduct grades affect students' eligibility for honor roll; no student with a conduct grade of 3 is able to earn honors for the marking period in which the 3 is earned. Students are eligible for honor roll starting the following term, as conduct ratings begin anew.

Highest Honors are awarded to students who earn straight As;  
High Honors are awarded to those who earn all As and up to 2 Bs;  
Honors are awarded to students who earn all As and Bs.

## **INDIVIDUAL LEARNING PLANS**

Each student has created an individual learning plan with the counselor, which outlines the student's short and long-term learning goals. These plans can be accessed by students, parents and teachers on SchoolNet, located on the school district website ([www.philasd.org](http://www.philasd.org)) and are an important part of planning the academic future for students.

## **LATE ASSIGNMENT POLICY**

There is a school-wide policy in effect for students who return assignments after the designated due date. Assignments turned in one day past the due date will receive up to 75% credit; assignments turned in two days past the due date will receive up to 50% credit; assignments

turned in three days past the due date will receive up to 25% credit; no credit will be given to assignments turned in four or more days beyond the due date. Students who have an unexcused absence on the due date of an assignment will be expected to turn in assignments on the day they return to school. Students who are absent due to field trips or extra curricular programming on the due date of an assignment are still held responsible for meeting deadlines. Please note that exceptions will be taken into consideration by teachers.

## **LOCKERS**

Student lockers are the property of the school. Students will be issued 2 lockers: one for outer clothing and another for textbooks. Students who play large instruments will receive an additional instrumental locker. Only combination locks are to be used on lockers (no key locks) with the combination and locker number filed in the main office. Lockers may be searched at any time to assure the safety of the student body and staff members. Students may not share lockers for any reason. If you have any issue with a locker, please notify the office so that the problem may be resolved.

## **LOST AND FOUND**

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

## **LUNCH PROCEDURES**

Mature behavior and decorum are expected of all students in the lunchroom. All trash is to be placed in bins before exiting the lunchroom. Respect for adult authority in the lunchroom setting is essential in maintaining a climate that is expected at this prestigious academy. All students are expected to interact with each other, their staff, and the facilities in a manner that is respectful and kind.

## **NURSE and MEDICATION**

A school nurse will be available at The Arts Academy 3-4 days weekly. Because a nurse is not available on a regular basis, students must take medications before or after school.

No student may have prescription medication of any kind to take during the school day. Medications must be stored in the office and dispensed by the nurse or nurse's designee. If you

need to take medication during the school day or have a medical concern, please notify the principal so that an agreement may be reached and arrangements made.

Illness will be handled by school personnel as needed. Emergencies will be referred to 911.

## **SCHOOL CANCELLATION**

School cancellation will be announced on ABC and are available through the local ABC website, [www.6ABC.com](http://www.6ABC.com). Listen to AM radio station KYW1060 for emergency snow closings. Our School District of Philadelphia number is 100.

## **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.

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.

Under no circumstances should a student avoid coming to school if they forget their ID card on the way to school. Students should proceed to school as usual and notify the attendant that the card has been left at home. This system is in effect for the protection and well being of staff and students. We appreciate your cooperation as these measures are enforced.

## **SEXUAL HARASSMENT**

Sexual harassment includes, but is not limited to touching, kissing, gestures and/or language that is unwanted and inappropriate for a safe, professional school environment.

Any student who feels he or she is being subjected to sexually harassing behavior of any kind is encouraged to object to the behavior and report the behavior to the Principal or another appropriate official. Any student who reports, witnesses, or suspects harassment will not be retaliated against or revealed.

A principal who receives a sexual harassment complaint or who has reason to believe sexual harassment is occurring shall refer to the procedures for processing sexual harassment complaints as outlined in Policy 103.

It is also the policy of the school that the basic rights of all must be respected at all times.

## **STANDBY ALERT and PROCEDURES**

Quiet, mature conduct is expected at this time in order to ensure the safety of all students in the event of an intruder or standby situation. Signs are provided in each classroom with standby situation procedures. To turn a false alarm is a criminal offense.

The following must be observed during all standby situations:

- Lights out; windows closed; doors locked.
- Stay in or return to your classroom. No students should remain in the hallways.
- Quietly find a place to sit that is out of sight of any windows and doors. Stay quiet and hidden.
- Do not take out or use your cell phone during a standby alert. You must remain quiet until you are notified that the drill or alert is over.

Our school has carefully crafted a plan for a variety of emergency and or crisis situation. The procedures for these plans include a lock down, shelter in place and other plans in the event of an emergency. Plans will be reviewed in all advisories with students as part of instructional plan at the beginning of each year and practiced in the form of drills throughout the school year.

## **STUDENT LEADERSHIP**

Elections are held after first marking period interims each academic year, during which high school students vote for eligible peers for the offices of President, Vice-President, Secretary, Treasurer, and representatives in each respective grade. Students running for officer positions in 9th grade must have all Bs or higher on their 1st marking period interim reports. Students running for office in 10th through 12th grade must have a B average or higher from the previous school year. Grade representatives must have an average of C or higher from the previous school year.

Leadership roles include: setting budgets for the academic year, attending weekly meetings, generating and implementing plans for improving and maintaining a positive school climate, acting as a liaison between students and administration, and orchestrating school wide activities and events throughout the year. A staff member serves as the faculty sponsor for each grade.

Because student leaders are examples for their community, they are required to earn conduct grades of 1 and/or 2 (outstanding and satisfactory) in the year prior to elections and during term in office. Students also must adhere to all classroom and school behavior expectations and be academically honest. No cheating, plagiarism, or academic fraud will be permitted. Any of these violations of school code may result in dismissal from a council position or inability to run for election.

## **TECHNOLOGY**

As a 21<sup>st</sup> century school, students and parents are expected to maintain communication using the online tools available to them, such as the school website ([www.rushartsonline.org](http://www.rushartsonline.org)), teachers' wiki spaces and websites and Snapgrades, our web-based grading system. If a student does not have computer access in the home, they must communicate with the counselor to arrange for technology use outside class hours.

## **TEXTBOOKS**

Students are responsible for the care, maintenance, and timely return of all textbooks. Schools shall require students and/or parents to sign a contract acknowledging their responsibility for the care and prompt return of textbooks lent to them by the school.

Students and/or parents will be assessed penalties for lost or damaged textbooks. Imposition of one or more of the following penalties is permitted: a charge for replacement of the textbook; requiring the student to perform a prescribed number of hours of school service; withholding of a report card; and/or loss of privileges such as participation in sports or other extra-curricular activities, proms and other special events including graduation related activities.

## **TRANSFERRING MAJORS**

If a student would like to transfer majors, he/she must follow the below procedures\*

1. Student will make the request to transfer to his/her current Arts teacher through a written letter including reasons for transfer.
2. Transfer requests are considered September - November 1st.
3. The teacher in the arts area that the student has requested to transfer will review the letter with the current teacher and decide if the reasons are adequate. A parent will be contacted.
4. Upon positive review of the letter, the student will audition in the art area he/she wishes to transfer.
5. Upon acceptance, the student will be transferred to that major during the second report card period and will receive grades from the new teacher.

\*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 arts area. This should be kept in mind when deciding to transfer.

## **VISION STATEMENT**

The Arts Academy at Benjamin Rush is a student-centered community that encourages intellectual growth and curiosity while promoting academic excellence in and through the arts.

## **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, Ms. Senner, in room 147.

While the application packet may be obtained from the school counselor, the actual working papers are distributed on selected dates only. Working papers are issued on Tuesdays from 3:00-5:00 pm at various Philadelphia high schools and Saturday mornings at Northeast High School and The School District of Philadelphia Central Office at 440 N. Broad Street. Additional information is included in the application packet.

## **FACILITIES**

### **Choir and Orchestra Rooms**

The Arts Academy features both choral and orchestral rehearsal spaces that are outfitted for excellent acoustics and aesthetics. Individual and small group practice suites are available in each space.

### **Music Technology Lab**

The Arts Academy is home to a state-of-the-art computer lab designated for music technology. This lab features individual student workstations complete with headsets and MIDI piano keyboards, and a Promethean Board. Students are exposed to the latest music composition and theory programs, and will deepen their understanding of the art form through hands-on experiences.

### **Fine Art Studios**

The two fine arts studios, run by Ms. Andrea Lyons, are distinguished by their use: one is for two-dimensional art (drawing and painting), and the other is reserved for three-dimensional work (ceramics and sculpture).

The first studio has spacious drawing room, where students will produce works on paper using charcoal, graphite, and ink as they hone their drawing and visualizing skills. The studio is also equipped with a projection system and interactive Promethean boards that can be used to view and discuss important works of art and their significance in history. In the second studio, students will have access to pottery wheels, and tables for ceramics, as well as other three dimensional, sculptural works. Students will work three dimensionally for part of every week as they seek to understand connections between this work and the two-dimensional work they complete in the first studio.

Students in the fine arts program will also learn about foundations of art, create portfolios for college application, and develop an appreciation for art history and the importance of art in society.

### **Dance Studio**

The dance studio at The Arts Academy is a spacious, state of the art facility including mirrors on three walls, a changing room and a sprung hard wood dance floor. There is also an additional classroom adjacent to the studio for the use of studying dance. Students will be developing techniques in ballet, tap, jazz, modern and various world dance traditions under the direction of Mrs. Denise Masters. The four areas of focus will be technique and performance, historical and cultural context, analyzing and critiquing, and creating and choreographing dance.

## **Graphic Arts Studio**

The Graphic Arts classes, taught by Mr. Evans, introduce students to the universal elements that underlie all of the visual arts: line, shape/form, value, texture, color and space as well as the principles of balance, contrast, emphasis, movement, proportion, repetition and unity. The classes focus on broad themes in art and life that have universal connections to other academic areas. Using our spacious Graphic Arts studio, students utilize charcoal, graphite, and ink to produce original works as they hone their drawing and visualizing skills.

## **Digital Photography Lab**

The digital arts class, taught by Mr. Mazza, introduces students to the universal elements that underlie all of the visual arts while studying composition of photography. Students will learn to interpret visual art and also experiment with essential elements of professional photography.

In our digital photography and design lab, students will use Mac computers with professional photography and design software (Photoshop, Illustrator, InDesign) to learn basic black and white photography. Our rooms are equipped with projection systems and interactive Promethean boards that can be used to view and discuss important works of art and their significance in history.

## **Science Labs**

Science class involves many hands-on laboratory experiences. Some science activities may have potential hazards, and some equipment and materials can be dangerous if not handled properly. Safety in the science classroom is an important part of the scientific process.

To ensure a safe classroom, a list of guidelines has been developed in the form of a Science Safety Contract. These rules must be followed at all times to ensure the health and safety of everyone. No science student will be allowed to participate in science activities until this contract has been signed by both the student and the parent or guardian.

## **Athletic Facilities**

Students using the gymnasium must do so only under the direct supervision of a staff member. Food, gum, candy, or drinks are not permitted in the gym at any time. Students must wear 'inside only' soft-soled ("non-marking") athletic shoes in the gym.

The storage cage should be used only under supervision of a staff member and locked at the end of each period or practice. Materials are to be returned neatly and carefully to the appropriate storage area. Heavy equipment should be moved only by an adult or by students with the assistance of an adult.

## **Library (IMC)**

The library may be available for student use before the school day and at designated times during the day. Food, drinks, gum, and candy are not allowed in the library at any time. Students must take care with materials and ensure that all books are checked out and returned properly and all electronics and computers are treated with respect.

## **STUDENTS' RIGHTS and RESPONSIBILITIES**

The Arts Academy 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. The rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate school rules shall be subject to disciplinary measures designed to correct the misconduct. The objective is to promote positive behavior by all students as they assume their responsibilities as citizens in the school community.

In the age of technology in which we all currently reside, student conduct with regard to the use of school hardware and software will be strictly enforced. The use of inappropriate web sites 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 guidelines.

The major goal of our staff is to provide a positive school environment in which all students can achieve to their fullest potential. As in the larger society, rules are necessary in order to develop a wholesome school climate and to protect the health, safety and welfare of all. We ask that you conduct yourself according to these principles to maintain a school of which we can be proud:

- **Preparedness** in relation to deadlines, class materials, and personal needs for success.
- **Responsibility** for communication, work deadlines and quality, setting goals, being truthful, and creating a great school experience.
- **Punctuality** to school and class.
- **Give Your Best** in the academic, artistic, and extra-curricular endeavors to which you are dedicated.
- **Be Respectful** of your self, others, and school property (online and in the building).

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

## **PARENTS' RIGHTS and RESPONSIBILITIES**

As a parent at this new school, we request that you be in regular contact with teachers and administration in order to engage in your child's education and provide input in the development of this endeavor. You are entitled to regular progress reports and information about your child's progress, as well as the rights outlined in the School District of Philadelphia Code of Student Conduct. It is also essential you uphold the following responsibilities:

- Keep informed of school policies and academic requirements of school programs.
- Maintain up to date home, work, and emergency telephone numbers and other pertinent information at the school.
- Encourage and lead your children to develop proper study habits at home.
- Ensure that students regularly attend school, come on time, and stay until the final bell.
- Encourage your children to be aware and respectful of all school policies.
- Maintain communication with teachers about the progress of your child's educational progress.
- Participate in meaningful parent-teacher conferences to discuss your child's school progress and welfare.
- Support student-based fund-raising activities that will insure a successful outcome to the dedicated efforts of our student body.

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

# **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. Repeated offenders will be referred to the administration by the teacher with documentation of the student's behavior.

## **2. Lateness To School**

Students must be in their 1<sup>st</sup> period class by 7:50 am. Students are considered late to school and class once the second bell rings at 7:50 if they are not in the appropriate classroom.

Late students must report to the main office if the ID scanner is closed. Students who are late for school miss important instructional time. Any excuses for lateness will be subject to review by the Principal.

Students who are late to school more than 4 times in one grading period will be required to attend a designated Saturday detention (9am-12pm). Chronic lateness to school may result in being barred from attending and participating in special events, field trips, or performances.

## **3. Tardiness to Class**

Tardiness 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). This means that you must use your time between classes wisely.

Students who are tardy to class three or more times in one week will be required to serve detention that week. Parents or guardians will be notified in the event of a detention. Consistent violation of this rule will result in review by the principal.

#### **4. 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, they may be considered cutting or skipping. Student will serve detention and a parental conference will occur immediately. Repeated offense will result in suspension.

#### **5. Truancy**

In order to succeed in this fast-paced environment, students must attend school daily. Missing school creates disruption in students' learning and makes success nearly impossible.

If a student is truant, a parental conference and/or Saturday School (SMART Program) will be assigned to make up the lost school day(s).

Students with 8 or more unexcused or illegal absences will be referred to truancy court.

#### **6. Unauthorized Leaving of School Grounds**

Students who leave school grounds without authorization will be suspended. A parent/guardian must reinstate student to school program.

#### **7. Cheating**

The Arts Academy 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 or copying 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 other someone else's work,
- using any resource to gain information or get answers without doing your homework (i.e. SparkNotes),
- communicating during a test or quiz in any way unless permitted by the teacher,
- or talking to others about a test before all students have taken it.

Cheating or helping someone else cheat will result in academic consequences, to be determined by the teacher.

## **8. Homework**

Students are responsible for completing all homework assignments. Homework will be assigned regularly. Failure to complete homework will negatively affect your grade. Homework is to be completed individually, not in groups or pairs, unless otherwise stated. Homework is expected on the due date designated by the teacher. See late assignment policy (p. 14-15) for information regarding the school-wide lateness policy and consequences for late assignments.

## **9. Lunch**

All food is to be consumed in the lunchroom and at no time to be taken to classrooms, hallways or other parts of the building. Students may never leave the building for lunch or have lunch delivered from outsider vendors.

The library and gym are available for students during the lunch period as a reward. Students must maintain good grades and conduct in order to take advantage of these recreational opportunities.

## **10. Smoking**

Immediate suspension will result for smoking within one block of school grounds or during a school- sponsored activity.

## **11. Cell Phones**

The School District of Philadelphia has banned the presence and 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 placed in a locker or book bag from the moment the student enters the building until the student leaves the building at the end of the day. Cell phones should not be seen or heard at any time in any place during the school day.

1<sup>st</sup> offense: Phone will be confiscated by the teacher. Phone will not be returned until the end of the school day.

2<sup>nd</sup> offense: Phone will be confiscated by the teacher. Phone will not be returned until the end of the school day. The student will serve a detention.

3<sup>rd</sup> offense: Phone will be confiscated by the Principal and returned to the student's parent or guardian. The student will serve a detention. Repeat offenders of the cell phone policy may be required to turn cell phones in to the main office each day upon entering the building.

## **12. Performance Groups and Rehearsals**

Arts Academy classes may take field trips or attend performances and cultural events throughout the school year. These opportunities are available to students as a reward and an incentive. Students are expected to represent their school appropriately by obeying all codes of conduct while on a field trip.

In addition, students with poor punctuality/attendance/academic records may be excluded from performances that involve Arts Academy instrumental/vocal/theatre/dance ensembles. This includes All City performances or Regional/State/ National Festivals. They may also be excluded from trips to various cultural centers.

### **13. 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 may have their special admission status rescinded.

### **14. Harassment, Bullying, and Abuse**

The Arts Academy faculty and community take harassment, bullying, and abuse very seriously. All students are expected to behave with respect toward peers and to treat each other kindly.

Any student who feels that he or she is being bullied, harassed, or abused verbally, sexually, physically, or online should report the incident to the principal, counselor, or trusted teacher immediately. Faculty members are obligated to investigate any incident. Any student found guilty of bullying, harassment, or abuse will face serious disciplinary consequences as defined by the School District of Philadelphia Code of Conduct.