

THE SCHOOL DISTRICT OF PHILADELPHIA

Learning Network #15



**2024-2025
Scholars Handbook**

“LEARN with purpose to LEAD with purpose”

Tony B. Watlington Sr., Ed.D. - Superintendent
Dr. Anh Nguyen – Asst. Superintendent for Learning Network #15
Bonnie Uditsky, Interim Principal

Home of both of the:



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Parkway Northwest High School for Peace and Social Justice Welcome Letter

August 2024

Dear Students, Parents, Caregivers, and Families:

Welcome Back! Parkway Northwest High School for Peace and Social Justice is the only selective high school in the country dedicated to peace and social justice. Our primary mission is to prepare students to face a complex world as community leaders equipped with the skills to institute positive change locally and globally. Our school offers a rigorous college preparatory program to empower students to succeed academically, socially, and personally beyond high school by analyzing peace and social justice topics using critical thinking, problem-solving, cooperative learning, and research.

Our combined responsibility is to help our scholars achieve at a high level with minimal distractions. This means more focus in class, critical thinking, discussion, dedication, and stronger relationships across the board to support each other. Our work together is a small part of a more significant social justice action of education as liberation.

“I tell young people to prepare themselves as best they can for a world that grows more challenging everyday-get the best education they can, and couple that education with real-life experience in social justice”. ***Julian Bond—American social activist, leader of the civil rights movement, politician, professor and writer.***

Sincerely,

Parkway Northwest High School for Peace and Social Justice Leadership Team

About Parkway Northwest HS for Peace and Social Justice

Parkway Northwest High School for Peace & Social Justice (PSJ) is Philadelphia's first college preparatory public high school committed to the principles of peace, social justice, and conflict resolution. Building on the Parkway tradition using the city's resources as a classroom, our school has an active group of community organizations and leaders working to build peace and social justice in our community. We are proud of the Academy for Peace and Social Justice, established in 2021, the many school-wide events we host in pursuit of social justice topics, and our long-standing tradition of voter registration. We view the acts of teaching and learning with reverence as they are deeply connected to helping our students succeed beyond our classrooms. As such, our school roster is set up to support student education as a liberating, social justice action where our teachers have the capacity to make fundamental curricular decisions on how to bring an authentic, community-based learning experiences to their students. As a community-based school, we also invest heavily in helping our students succeed in the college classroom through intensive dual enrollment programming.

Parkway Northwest HS for Peace and Social Justice Mission

The Parkway Northwest High School for Peace & Social Justices' mission is to prepare students to face a complex world *as community leaders* with the skills necessary to institute positive change locally and globally. Our school offers a rigorous college preparatory program designed to help our students succeed academically, socially, and personally *beyond high school* through the analysis of peace and social justice topics using critical thinking, problem solving, cooperative learning and research.

Parkway Northwest HS for Peace and Social Justice Pledge

- **PROMOTE PEACE**
 - Look for win-win solutions
 - Be a problem solver
 - Take a deep breath
 - Learn "peace" skills
- **AIM HIGH**
 - Clarify your goals
 - Plan
 - Develop a "growth" mentality
 - Put effort into your academics
- **RESPECT OTHERS**
 - Judge by character, attitude and the "heart"
 - Learn to empathize
 - Give people the benefit of the doubt
- **KNOW YOURSELF**
 - Find your strength, talents, interests, and goals
 - Find your "family" and
 - Build your community
- **WORK TOGETHER**
 - Collaborate, collaborate, collaborate
 - Join teams and create new ones
 - Build a support system
 - Ask for help!
- **ACT FOR CHANGE**

- Make positive changes happen
- Be creative - propose new ways to do things
- Help others whenever you can
- Be kind
- **YES, WE WILL**
 - Do it now (don't procrastinate)
 - Don't get overwhelmed - break big tasks down & take small steps forward
 - Be your very best in your darkest moments
 - Don't be afraid of those things that might wear you down or look difficult
 - Learn from failure
 - Be resourceful and innovative

Parkway HS for Peace & Social Justice Approach to Learning

PSJ offers a rich, rigorous college preparatory curriculum emphasizing the themes of peace, conflict resolution, and social justice. We use these themes to enrich our curriculum beyond the scope and sequence of the school district of Philadelphia. Students learn through an inquiry approach applying problem solving and research skills while working in a safe and positive educational environment. *We believe that all learning needs to be built on the foundation of positive, supportive relationships between faculty, staff, and students and we expect our students to show leadership in the classroom and in the community as part of the learning process.*

Excel at PSJ through these Positive Peace Actions

- **Promote a positive educational environment**
 - Engage thoughtfully in class, in community service and in research projects
 - Complete all classwork and homework to own your learning
 - Embrace challenge and be willing to make mistakes
- **Respect personal space, property and opinions**
 - Allow for individualism and embrace differences
 - Demand respect from yourself at all times no matter the circumstances
 - Eliminate bullying and harassment in our school community
- **Be on time, prepared and ready to learn**
 - School, and our academic program, starts promptly at 7:50 AM
 - *Eliminate the negative influence of technology in our school community*
 - *Bring your heart, mind, and spirit to school in connection with our learning community*
- **Understand the value of our school rules to support our community**
 - The safety of the students in our school is paramount
 - School rules are essential to our success as a school.
 - *Use the safe, supportive school community to display your power and leadership.*

WE EXPECT THE BEST FROM YOU AND BELIEVE IN YOU ALWAYS!

Parkway NW HS Bell Schedule 2024-2025

Monday, Tuesday, Thursday, and Friday Bell Schedule

Time	Arrival/Period/Transition								
7:15 AM	Student Arrival and Breakfast								
7:15 AM - 7:46 AM	Breakfast Service								
7:50 AM	Faculty and Staff Arrival Time								
7:50-8:50	Period 1								
8:50 AM - 8:54 AM	Transition Time								
8:54 AM - 9:54 AM	Period 2								
9:54 AM - 9:58 AM	Transition Time								
9:58 AM - 10:58 AM	Period 3								
10:58 AM - 11:02 AM	Transition Time								
Period 4-Class Schedule (First Lunch)	Period 4-Class Schedule (Second Lunch)								
<table border="1"> <tr> <td>Period 4 (LUNCH A)</td> <td>11:02 AM -11:42 AM</td> </tr> <tr> <td>Period 4 (Class)</td> <td>11:46 AM - 12:46 PM</td> </tr> </table>	Period 4 (LUNCH A)	11:02 AM -11:42 AM	Period 4 (Class)	11:46 AM - 12:46 PM	<table border="1"> <tr> <td>Period 4 (Class)</td> <td>11:02 AM - 12:02PM</td> </tr> <tr> <td>Period 4 (LUNCH B)</td> <td>12:06 PM - 12:46 PM</td> </tr> </table>	Period 4 (Class)	11:02 AM - 12:02PM	Period 4 (LUNCH B)	12:06 PM - 12:46 PM
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Period 4 (Class)	11:02 AM - 12:02PM								
Period 4 (LUNCH B)	12:06 PM - 12:46 PM								
12:46 PM - 12:50 PM	Transition Time								
12:50 PM - 1:50 PM	Period 5								
1:50 PM - 1:54 PM	Transition Time								
1:54 PM - 2:54 PM	Period 6								
3:00 PM - 5:00 PM	EC Time								

Student dismissal time is at 2:54 PM

Wednesday Bell Schedule

Time	Arrival/Period/Transition								
7:15 AM	Student Arrival and Breakfast								
7:15 AM - 7:46 AM	Breakfast Service								
7:50 AM	Faculty and Staff Arrival Time								
7:50 AM - 8:38 AM	Period 1								
8:38 AM - 8:42 AM	Transition Time								
8:42 AM – 9:30 AM	Period 2								
9:30 AM - 9:34 AM	Transition Time								
9:34 AM - 10:22 AM	Period 3								
Period 4-Class Schedule	Period 4-Lunch Schedule								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Period 4 (LUNCH A)</td> <td style="width: 50%;">10:26 AM -10:56 AM</td> </tr> <tr> <td>Period 4 (Class)</td> <td>11:00 AM - 11:48 PM</td> </tr> </table>	Period 4 (LUNCH A)	10:26 AM -10:56 AM	Period 4 (Class)	11:00 AM - 11:48 PM	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Period 4 (Class)</td> <td style="width: 50%;">10:26 AM - 11:14 AM</td> </tr> <tr> <td>Period 4 (LUNCH B)</td> <td>11:18 AM - 11:48 AM</td> </tr> </table>	Period 4 (Class)	10:26 AM - 11:14 AM	Period 4 (LUNCH B)	11:18 AM - 11:48 AM
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Period 4 (Class)	10:26 AM - 11:14 AM								
Period 4 (LUNCH B)	11:18 AM - 11:48 AM								
11:48 AM - 11:52 PM	Transition Time								
11:52 PM - 12:39 PM	Period 5								
12:39 PM - 12:43 PM	Transition Time								
12:43 PM - 1:30 PM	Period 6								
1:34 PM - 2:54 PM	Faculty PD & MTSS 9th Grade Mentoring 10th Grade Peace and Social Justice Training 11th & 12th Grade College & Career Time								

Student dismissal time for 9th & 10th graders is at 2:54 PM
Student dismissal time for 11th & 12th graders is at 1:30 PM

Half Day Schedule (3 Hour Early Dismissal)

Time	Arrival/Period/Transition								
7:00 AM	Student Arrival and Breakfast								
7:15 AM - 7:46 AM	Breakfast Service								
7:50 AM	Faculty and Staff Arrival Time								
7:50 AM - 8:22 AM	Period 1								
8:22 AM - 8:26 AM	Transition Time								
8:26 AM - 8:58 AM	Period 2								
8:58 AM - 9:02 AM	Transition Time								
9:02 AM - 9:34 AM	Period 3								
9:34 AM - 9:38 AM	Transition Time								
Period 4-Class Schedule	Period 4-Lunch Schedule								
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Period 4 (LUNCH B)	10:14 AM - 10:44 PM								
10:44 PM - 10:48 AM	Transition Time								
10:48 PM - 11:20 AM	Period 5								
11:20 PM - 11:24 AM	Transition Time								
11:24 PM - 11:54 AM	Period 6								

Student Dismissal time is at 11:54 AM

2024 - 2025 Faculty & Staff List

Teacher/Staff Name	Email Address	Position	Room/Ext
Mr. Jordan Alexander	jalexander@philasd.org	School Climate Staff	131
Ms. Tisa Beckham	tbeckham@philasd.org	School Safety Officer	112
Mr. Wayne Black	wblack@philasd.org	Cleaning/Maintenance Staff	Facility Ofc.
Mr. Anton Brown	atbrown@philasd.org	Cleaning/Maintenance Staff	Facility Ofc.
Ms. Breanna Clark	bclark@philasd.org	Food Service Assistant	Lunchroom
Mr. Rodrigo Fernandez Jarque	rfernandezjarque@philasd.org	Special Education	110
Mrs. Faris Carter	falego@philasd.org	English 1 Teacher	210
Mrs. De'Von Doe-Mack	ddoe2@philasd.org	Special Education Assistant	110
Mr. Victor Glenn	vglenn@philasd.org	Biology, Environmental Science Teacher	224
Mr. Augusto Heinerici	aheinerici@philasd.org	African-American History, English 2, US History	133
Mrs. Charnele Henderson	chenderson3@philasd.org	Special Education, SPECM	108

Ms. Marilyn Johnson	mejohanson-ext@philasd.org	Building Base Substitute	Frison Center
Mrs. Tara Jones	tajones@philasd.org	School Secretary	Main Office
Mrs. Brianne Martinez	bspradley@philasd.org	Spanish Teacher, Roster Chair	207
Ms. Amanda McCaw	amccaw@philasd.org	Social Science, World History Teacher	211
Mr. Richard McDaniel	ramcdaniel@philasd.org	Algebra 2, Calculus, Testing Coordinator	226
Mr. William McKant	wmckant@philasd.org	Health, Physical Education Teacher	130
Ms. Simone Morris	samorris@philasd.org	School Counselor	132
Ms. Natalie Nealy	nealy@philasd.org	Special Education Assistant	108
Ms. Lori Nelson	lnelson@philasd.org	School Nurse	102
Mr. Brian Nevins	bnevins@philasd.org	English 3, English 3 Honors, Journalism Teacher	206
Mr. Derek Oh	dsoh@philasd.org	Algebra 2, Geometry, Personal Finance Teacher	205
Mrs. Sunita Patil	spatil@philasd.org	Chemistry, Environmental Science, Robotics Teacher	221

Ms. Sasha Rosario	srosario2@philasd.org	School Climate Staff	131
Mr. George Shearer	gshearer@philasd.org	Cleaning/Maintenance Staff	Facility Ofc.
Ms. Deborah Schuler	dshuler@philasd.org	Cleaning/Maintenance Staff	Facility Ofc.
Mr. Gary Simmons	gsimmons@philasd.org	Food Services Utility Worker	Lunchroom
Mr. Gerald Sweeney	gsweeney@philasd.org	Building Engineer	Facility Ofc.
Mr. Larry Taylor	lqtaylor@philasd.org	School Safety Officer	112
Mrs. Angela Threadcraft	athreadcraft@philasd.org	Food Service Manager	Lunchroom
Mrs. Samantha Torjman	sbear@philasd.org	Algebra 1, School Technology Coordinator	109
Ms. Bonnie Uditsky	buditsky@philasd.org	Interim Principal	Main Office
Mr. Malcolm Wilson	mwilson4@philasd.org	School Climate Manager	131
Ms. Beth Ziegenfus	baziegenfus@philasd.org	School Based Teacher Leader	135
Mr. Jordan Zotter	jzotter@philasd.org	English 4, Senior Capstone, Video Production	204

2024-2025 School Calendar

Monthly themes and highlights - The Fight for Justice Leads to Communities at Peace

September 2024

- Focus: Voter Registration, Student Voice
- Events: Peace Day, Voter Registration Drive

October 2024

- Focus: 4Hispanic Heritage Month, National Breast Cancer Awareness Month, Banned Book Week
- Events: PSATs, Grade-level actions

November 2024

- Focus: Fighting against oppression
- Events: Land Acknowledgment Ceremony and Honoring Student Protests of 1967 in Philadelphia

December 2024

- Focus: Human Rights

January 2025

- Focus: Education as Liberation
- Events: Spirit Week

February 2025

- Focus: Black History Month
- Events: Black History Month Celebration and Fashion Show

March 2025

- Focus: Women's History Month
- Events: Women's History Student-led video

April 2025

- Focus: College and Career Readiness
- Events: Trades Fair, Intergenerational Conversations

May 2025

- Focus: Asian / Pacific Islander Month
- Bullet: Community Day Celebrating Diversity, Prom

June 2025

- Focus: LGBTQ+ month
- Events: LGBTQ+ event, Move up day, Graduation

2024 - 2025 Handbook Information

1. *Absence and Lateness*

When a student is absent, he/she must return with a doctor's note or a note from a parent/guardian stating the reason for the absence. The absence note must be given to the student's first period teacher as soon as he/she returns to school. **A student must make up missed assignments, including homework, within three days or have a specific plan laid out with the teacher by the third day.** Having a reliable class buddy is recommended. Chronic absences and/or lateness will result in an MTSS (Multi-Tiered System of Supports). Students with 10 or more illegal absences may be referred to Truancy Court. **(See Appendix A chart for additional information)** Please also view the [Student Attendance Link](#) for more information on excused and unexcused absences from school.

Homebound services are available for a student who has a seriously, medically documented illness. The parent/guardian must contact the nurse, counselor and/or administration regarding application for Homebound services.

The school day starts with first period Monday through Friday. Any students arriving at school after 7:49am will be marked late to school. Multiple infractions will result in a detention in the Reflection Room before school starts supervised by the climate staff. If lateness persists, parents/guardians will be called and conferences will be set up.

2. *Admission & Dismissal Procedures*

THE SAFETY AND SECURITY OF OUR STUDENTS IS OUR TOP PRIORITY. Students must arrive by **7:46 AM** to first place. When students arrive, students must adhere to the following guidelines:

- The school building opens at 7:05 AM for students for breakfast and ends at 7:46 AM
- Breakfast service begins at 7:15am
- **NO GLASS BOTTLES or SPEAKERS** will be brought to school
- **Wear student ID and scan into school** through the Student Information System
- All students will pass through the metal detectors and place bags through the X-Ray scanner
- Students will place cell phones in school provided bags and bins at the start of the school day upon entering the building
- Students must stay in the cafetorium until 7:46 AM
- **No students will be permitted on the second floor of the school until 7:46 AM**
- There is to be no loitering in the hallway during 1st period

At dismissal time, students are expected to leave the building immediately **at 2:54pm** unless they are staying for a school-sponsored activity under the supervision of a faculty or staff member.

- There is to be no loitering inside or outside of the school at dismissal
- There is to be no loitering at the SEPTA bus stops at dismissal
- If there are any safety concerns getting home on SEPTA, students may be escorted to the bus
- All students who are required to leave their chromebooks overnight, will report to 131 at dismissal to successfully charge their technology over night
- All students will pick up their cell phones at dismissal times under the supervision of the school climate staff
- All students with a shortened roster, or early dismissal, will abide by these requirements and leave the school campus immediately
- On Wednesdays, 11th and 12th graders will be dismissed at 1:30pm
 - 9th graders will remain in the building for mentoring purposes until 2:54pm

- 10th graders are responsible for remaining in the building until 2:54pm, unless otherwise notified based on weekly activities
- Any students from other schools who have written permission from a teacher/supervisor to participate in club partnership programs, must enter the building by 3pm.

NOTE: *Our school is responsible for all of our students until they return home. Inappropriate behavior (i.e. - fighting, harassment, intimidation) on the way home from school is subject to school-related discipline.*

3. **SCHOOL CLIMATE**

A. Code of Conduct

To view the full Code of Conduct for the 24/25 school year [CLICK HERE](#).

THE SAFETY AND SECURITY OF OUR STUDENTS IS OUR TOP PRIORITY. To ensure that you and your child understand the expectations for behavior and the consequences for minor infractions as well as serious infractions, please review this document online as well as, the ***Bullying and Harassment Policies and the Student Conduct Matrix***. Consequences for infractions that occur in the classroom will be progressive beginning with counseling by the classroom teacher or Dean/Climate staff during office hours and first period. Consequences for more serious infractions will result in a detention given by the teacher or the Climate Staff; this will be a detention before school on Mondays-Thursdays in the mornings or afterschool. A third infraction will result in further intervention and may require assignment to the Reflection Room, Counselor support, peer mediation, or a mandatory Parent Meeting. At this point, support will also be put into place including referral to RtII and/or the Student Assistance Process (SAP). We will also be developing restorative disciplinary options during the school year as a positive disciplinary alternative to help “make things right” in our school community.

B. Class Cutting Policy

Class cuts undermine student learning and our effectiveness as a school as classroom instruction is our most valuable resource to support student learning and student success. Every student has a roster and must follow this roster. Teachers may not allow students to cut class by allowing a student to stay in his/her classroom at any time when they have another class.

If a class cut occurs, teachers will

- confirm the class cut the following day with the student,
- conference with them to discuss the negative impact this has on the classroom setting,
- notify the parent/guardians,
- document in SIS under Response to Intervention / General / Contact Log, and
- copy this documentation in an email to the climate team (mwilson4@philasd.org, jalexander@philasd.org, and srosario2@philasd.org).

Our goal in helping to resolve the problem of cutting class is to change this student behavior without missing additional class time. The progressive consequences for cutting class will include conferencing, before school detention, after school detention, reflection room assignment, parent meetings, mentoring, and counseling.

- **First violation:** Student/Teacher Conference, notify parent, document in SIS and email climate staff
- **Second violation:** Climate staff conference, Parent notified
- **Third violation:** School-based consequence - Lunch or after-school Detention, Parent Notified

- **Fourth violation:** Parent meeting with the Climate Manager, Counselor and/or Principal. Teachers will be invited to this meeting as needed depending on the nature of the class cuts. In the case of multiple class cuts, this consequence may occur immediately to avoid further issues.

From time to time, there will be restorative opportunities to “make things right” during the year that can count as an appropriate consequence for cutting class. These opportunities will be linked to community service in our school, or in our neighborhood, on behalf of our school with partners such as Awbury Arboretum, Stenton Family Manor, or local elementary schools in our neighborhood network. Since this community service was driven by discipline, it will not count towards a student’s 120 hours.

C. Detentions

Detentions will be held after school on Wednesdays for 45 minutes. Students, and parents, will be notified within 24 hours before the served detention time.

D. Lateness to Class

Students are expected to be in all classes on time. All students are expected to go from class to class within four (4) minutes. Students coming after the start of class will be admitted to class and marked late to class by the teacher. The first three latenesses are to be handled by the teacher. Teachers will contact the parent or guardian via telephone, email or letter by the third lateness to seek to resolve the issue. The student may also be referred to MTSS. Hall Sweeps may be conducted regularly to ensure that all students are on time and in class. Students caught in hall sweeps will be ushered to the Climate room (131) for a brief conference on this issue with at least one staff member including the Principal, Climate Manager, and/or School Climate Staff and Counselor. If the student’s behavior shows ongoing problems with lateness, they will subject themselves to disciplinary consequences similar to cutting of class and/or

Late students will not be sent to stand in the hallway as this contributes to further, and potentially more serious, climate issues around the school community. No student should be in the hallway for the first and last 10 minutes of class.

4. Assessments: Keystone Exams

All students are required to take the Keystone Exams as end-of-course exams in Algebra 1, Biology, and English 2 (Literature). This is a Pennsylvania State assessment given in the spring with make-up exams administered in January and May. Proficiency on these tests is part of the Act 158 graduation pathways for all students to graduate starting with the Class of 2023. All PSJ students in 10th and 11th grade who did not reach proficiency on their Algebra 1, Biology and Literature Keystone Exams will be scheduled to retake these Exams a second time to ensure they have a solid math, science, and literature foundation for future success and to show growth in student achievement. Students have the right to opt out of the Keystone exam makeups only with parent permission.

All students in core math and ELA classes are required to take the STAR assessment to measure student achievement and learning growth. The district-required assessments include the Fall, Winter, and Spring administrations of the STAR assessment.

5. Back-to-School Night

Back-to-School Night will be Thursday, September 26th, 2024, from 5:00 PM to 7:00 PM.

6. Books

A student will receive a book for each major subject. For math and ELA, these books are typically consumable paperback books. These books are to be used at home and brought to school as required by the

teacher. Also, all major subject books are available on the Internet. The student is responsible for school property and personal belongings. Should a book be lost or damaged, the student is responsible for replacing the school property. Report cards, and certain student privileges as well as the student's diploma may be withheld until payment is received for the textbook.

7. ***Breakfast/Lunch Program***

Free breakfast and lunch is available to all students. Breakfast is from 7:15 AM to 7:46 AM; to receive breakfast, students must go directly to the cafeteria after scanning in. No breakfast will be served after 7:46am so food services can begin preparing lunches. There are two lunch periods. First "A" lunch is for 9th & 10th grade students; second "B" lunch is for 11th and 12th grade students.

- **For safety and security**, NO students are permitted to leave the school campus for lunch at any time. We do not have an open campus.
- Students will be able to go behind the school on the blacktop and the Peace Garden based on climate staff availability and weather permitting.

8. ***Chromebooks***

All students are issued chromebooks. These chromebooks are the property of The School District of Philadelphia. Students are expected to bring their issued chromebook to and from school charged and ready everyday. Chromebooks should be charged at night to last through the school day, as all teachers have limited spots (2) for chromebook charging in their classrooms. **NO Personal Laptops, iPads or Tablets will be permitted in school, because School District of Philadelphia software is not compatible.**

- **Uniformity in Technology:** Our school provides standardized technology and devices for all students. This ensures that everyone has access to the same tools, software, and applications, fostering an equitable learning environment. Discrepancies in personal laptops, such as different operating systems or software versions, can create inconsistencies that hinder classroom activities and learning.
- ***Cybersecurity** Personal laptops can pose significant cybersecurity risks. Unlike school-issued devices, personal laptops may not have the necessary security measures, updates, and protections in place. This could expose our school network and sensitive student information to potential threats.
- **Maintenance and Support:** SDP IT department is equipped to manage and support school-issued devices efficiently. Personal laptops, on the other hand, may require different types of maintenance and troubleshooting, diverting resources and time that could be better spent enhancing our educational programs.
- **Distractions**:** School-issued laptops are configured to limit non-educational activities and distractions, ensuring that students remain focused on their studies. Personal laptops may have games, social media, and other distractions that can detract from the learning experience.
- **Equity and Inclusion:** Allowing personal laptops can inadvertently create a divide among students based on the quality and capability of their devices. By providing uniform technology, we ensure that all students have equal opportunities to succeed without the disparities that personal devices might introduce. We believe that these measures are necessary to maintain a secure, focused, and equitable educational environment for all students. We appreciate your understanding and support in this matter. If you have any questions or concerns, please do not hesitate to contact the school administration.

Chromebooks Left at Home

- If a student leaves their chromebook at home, they will be allowed to call their parent/guardian to bring it to school. This should occur before the school day starts to reduce distractions during the school day.
- If unable to contact parents or guardians to bring the device to school, the student can request a chromebook loaner from Mrs. Torjman, in room 109, during the first 30 minutes of Period 1. There is no guarantee a chromebook will be available.
- Repeat violations of this policy could result in disciplinary action. The loss or damage of two or more chromebooks is subject to a replacement charge by the school.

Chromebooks Needing Repair

- Chromebooks needing repair will need to be given to Mrs. Torjman.
- Loaner Chromebooks may be issued to students when their Chromebook is with Mrs. Torjman.
- If a chromebook is broken beyond repair, it may be replaced from the additional inventory.
- Minor chromebook issues should be addressed during the times mentioned above.
- If the charger is damaged or lost, the student is responsible for a replacement charger.

If a student has to borrow a chromebook from school three times or more the student will automatically be considered for MTSS meetings with the school counselor and Climate Manager to find out if it is negligence or something is going on in the home.

After the MTSS meeting with the counselor, we will determine if it is negligence, or the student is in need of school support. If a student is being defiant we will set up a meeting with parent/ guardian to reinforce student expectations. If there are issues or concerns in the home we will continue to support students along with appropriate documentation in SIS.

9. Cell Phones/Electronic Equipment - Letter Outlining Policy

Dear Parents, Guardians, and Students:

THE SAFETY OF OUR STUDENTS IS OUR TOP PRIORITY. Using a cell phone/electronic device during school hours interrupts valuable instructional time and undermines respect in our school community. The use of cell phones during instructional time is strictly prohibited. All Cell phones should be turned in at the scan daily. Cell Phones must be placed in your 6th period bin and will be returned at the end of the school day or approved early dismissal. If students are found in violation of the policy, they will receive the following consequences:

- First violation: Faculty or staff members will call climate to retrieve the cell phone or electronic device immediately and document in the SIS / Student Information / General / Response to Intervention / Call Log as - "cell phone violation First Offense".
- Second violation: Faculty or staff members will contact climate to pick up the cell phone immediately, document the infraction through the disciplinary system in the SIS. Faculty or staff members will contact parent or guardian.
 - Suggested language for teacher documentation will include: Cell Phone infractions - "Inappropriate cell phone use in school had considerable negative impact on safe and supportive learning environment on [Date], Parent and climate team notified."

- Third violation: Faculty or staff members will address students with the electronic device, submit an SIS referral and the climate staff will set up a parent meeting. The purpose of the parent meeting is to determine the best plan to stop further issues. Students will be removed from class immediately if there is any continuation of device usage.

If a student refuses to abide by this school policy, it will be treated as a third violation and the student will be removed from classes for the remainder of the day with a mandatory parent meeting scheduled as soon as possible. Speakers and headphones are included in this policy under “electronic equipment.” The positive educational environment of our school and productive relationships between members of our school community are our priorities. Students may have “earbuds” on them during the school day. These types of headphones may only be utilized in the classroom with a teacher’s specific permission for an educational purpose and are NOT to be worn in the hallways.

The school is not responsible for any cell phones/electronic devices that are misplaced or stolen. The school does not assume any financial responsibility including cell phone monthly plans for cell phones at any time for any reason.

There is to be no unauthorized filming, or taking pictures, of staff or students in school. Students caught violating this rule will be subject to the consequences of cyberbullying as outlined in the School District of Philadelphia’s Student Code of Conduct.

10. ***Computing and Internet – Acceptable Use Policy (AUP)***

The School District of Philadelphia provides its students (“users”) with access to computing equipment, systems and local network functions such as the Internet. This access has a limited educational purpose for students. It is highly recommended that parents/caregivers review with their children the District’s AUP in its entirety - [CLICK HERE](#).

11. ***Community Service & Enrichment***

Parkway Northwest High School for Peace & Social Justice requires 90 hours of community service and enrichment to help students develop career-related aspirations, support the community, and develop personal leadership skills. Community service activities are to be sponsored by non-profit organizations (social justice organization, peace building organization, service organization, religious organization, etc.).

- Enrichment activities are school or personal activities that help the student grow and develop.
- Students may complete a maximum of 45 hours of enrichment activities.
- **Hours must be approved in advance by the community liaison to ensure they will count towards the 90 hours.**
- Students must include the name and contact information (email & phone #) of their community or school sponsors to verify their experiences.
- Verification of service should be submitted on a google form linked [HERE](#).
- Up to 15 hours of community service from the senior project can count towards community service hours
- 12th grade students who do not complete these hours by May 1 of their spring semester, will not be able to attend the senior prom or their senior luncheon. If 12th grade students do not complete these hours by June 1 of their spring semester, they will not walk during the graduation ceremony.
- All community service hours are to be submitted online at parkwaynw.philasd.org under Students / General Information. The link is [HERE](#).

12. **Conferences**

Report card conference dates are listed below:

- First marking period – 11/15/24 **Full Day**, (Schools closed for all students)
- Second marking period – 1/30/25 and 1/31/25 (**3 Hour Early Dismissal-11:54 AM**)
- Third marking period – 3/27/25 and 3/28/25 (**3 Hour Early Dismissal-11:54 AM**)

If you need to speak with your child's teacher at any other time, please either email the teacher or call the school to schedule an appointment. Visitors are not permitted to come to the school to meet with a teacher in an unannounced fashion without an appointment. You may use your parent account to keep track of your child's academic progress on-line throughout the year.

13. **COVID-19 HEALTH & SAFETY PROTOCOLS**

The District, in consultation with the Philadelphia Department of Public Health (PDPH), has established protocols to respond to suspected and confirmed positive cases of COVID-19 to maintain the health and safety of the school community. The School District of Philadelphia's Health and Safety protocols are located [CLICK HERE](#) on the SDP website.

Masks are an effective way to stop the spread COVID-19, and to keep faculty, staff and students safely in school. Masks are encouraged, but not required at Parkway NW HS for Peace and Social Justice at this point in time.

14. **Dress Code/School Uniform Policy - See Climate Areas of Emphasis in Appendix**

Uniforms are to be worn on a daily basis. The uniform is a way of demonstrating school pride, showing equity across our school community, and limiting disruptions to instruction. We are supportive of all students and families in cases of clothing insecurity and are happy to help in these instances. Outside of these cases, the dress code for Parkway NW HS for Peace and Social Justice is as follows.

Students must be dressed respectfully, neatly, and in modest apparel appropriate for the educational environment. **All 9th - 11th grade students must be in the Parkway logo tee, polo shirt, or sweatshirt.** The PSJ uniform includes:

1. A Parkway NW HS for Peace & Social Justice shirt or sweatshirt
2. A collared shirt with the PSJ logo on it
3. Black, khaki, gray solid color pants/skirts, and dark jeans (**NO HOLES, RIPS, OR TEARS**)
4. Student ID card that is visible at all times

Seniors are encouraged to wear Parkway NW uniform apparel, but have earned the right to come to school in school-appropriate attire as outlined below.

Please note how we view school-appropriate attire :

1. Hats and scarves may not be worn in the building unless the head covering is for recognized religious attire.
2. Hoods are not to be worn in the school building.
3. Skirts **MUST** be knee length or below, even when worn with leggings.
4. During the warm weather month's students may wear capri length pants or cargo shorts.
5. There is no uniform specification for footwear, however, for safety reasons, students may not wear flip-flops, slides, open-toe sandals/shoes. **All footwear must have a back on them.**

6. There is a \$6 charge for uniform violations to purchase school approved clothes and \$4 for gently used shirts.
7. Periodic dress down days will be offered for \$1 in advance or \$2 the day of the dress down day. School uniforms are not required, but the district dress code applies. Participation in these days is a privilege, not a right, and may be revoked.
8. Changes to this Dress Code/School Uniform Policy will be made only through the Climate Manager working in conjunction with the Principal, Faculty, SGA, and School Advisory Council (SAC).

Prohibited Articles of Clothing:

- Thin or spaghetti strap tops, tank tops, or muscle shirts
- Outerwear/Jackets (Must be placed in locker)
- Fishnet, sheer, or see-through tops, plunging necklines, midriff tops, halter tops
- Leggings or stretch pants
- High heels
- Hats, caps, scarves, du-rags, wave caps
- Clothing with obscene language or graphic pictures
- Articles of clothing that promote or advertise any substance illegal to use or possess
- Articles of clothing that depict or promote sexism, violence, obscenity, vulgarity or ethnic prejudice
- Pajamas and slippers

Violations to the prohibited articles of clothing will result in having students change into school-appropriate clothing before reporting to class. If this is not possible, students will be required to complete all school work from room 131 under the supervision of the climate team. Further issues around school-appropriate clothing will result in a parent or family conference.

Physical Education Uniform

- Parkway Northwest logo tee
- Appropriate school pants or Athletic shorts
- Sweat pants on physical education days

15. ***Eligibility***

Academic eligibility is enforced according to PIAA guidelines as follows:

- You must pursue a full-time curriculum defined and approved by your Principal.
- You must be passing at least four full-credit subjects, or the equivalent, as of each Friday during a grading period. If you fail to meet this requirement, you will lose your eligibility from the immediately following Sunday through Saturday immediately following the next Friday as of which you meet this requirement.
- You must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year. If you fail to meet this requirement, you will lose your eligibility for 15 school days of the next grading period, beginning on the first day that report cards are issued.
- Other eligibility rules may be required by the specific head coach based on the team rules and, in some cases, the team contract.

16. ***Extracurricular Activities***

Extracurricular activities are crucial at Parkway Northwest HS for Peace and Social Justice. We have expanded our focus on extracurricular activities and doubled the number of activities last year to help provide students with unique and personalized ways to connect with the school, our teachers, and their peers. We highly encourage students to find an extracurricular activity in which they are interested. Most extracurricular activities will be held after school hours. Students must remain under the supervision of the staff member leading this activity and notify their family that they will be arriving home later than usual.

17. ***Fire Drills***

The cooperation of the entire school community is required for the smooth, orderly, and quick evacuation of the building during fire drills. Know exactly where to go and what to do when an alarm sounds. Consult the Exit Plan posted in all rooms for where to go.

General Information for Fire Drills

1. Assign responsible students in every class to turn off lights, lead the class and hold doors. **Only adults are to close windows. Do not lock classroom doors.**
2. When the fire signal sounds, cease work promptly, and follow the directions indicated by the fire drill exit plan posted in the classroom.
3. The class will exit from the room and proceed to the stairwell or exit area in two lanes. **All students and staff must vacate the building.**
4. Students are not to talk from the moment they leave the classroom or other supervised area until they return and the interrupted activity resumes.
5. Students must stay out of the street for safety and to avoid potential emergency vehicles coming to the school.
6. Stay with teacher, for attendance purposes and to hear further instructions
7. The law requires all staff to leave the building. Those who do not have a class or any assignment with students, should leave by the nearest exit and then assist in supervision on the pavement or other waiting areas.
8. **Understand that signaling a false alarm is a criminal offense.**

18. ***Fundraising***

Students may sell baked goods and other items ***only for authorized fundraising events benefitting the student body at the Parkway Northwest High School for Peace and Social Justice.*** All fundraisers must be approved and scheduled by the Principal and must have a faculty or staff member supervising to collect and count any money received. All money will be counted and turned into the main office on the same day it was received.

No student may sell snacks or any other item for personal profit. Students who bring items for personal sale will have the items confiscated and a parent/guardian will be contacted.

19. ***Homework Policy***

One to two hours each night should be set aside for homework, on average. Students have homework assignments regularly that may be in the form of reports, projects, practice exercises, studying, researching and other ways that increase student learning. Homework is a way to reinforce what you have learned in school. Do not skip homework/study assignments. Homework (as well as class work) grades are calculated

with test/project grades to determine your final grades for each marking period. Any assignment that is not made up will be graded according to the teacher's late grading policy.

Students who are absent are to arrange to make up all work missed, usually within a 3- day period. It is the responsibility of the student to touch base with the teacher after he or she returns to school and either complete the homework within three days or have a clearly identified plan with the teacher on how to complete more substantive homework by the third day. Homework may include written, oral, reading, research or other creative assignments.

It is the responsibility of the teacher to:

- Check in with absent students briefly when they return without interrupting instruction
- Assign homework in every major subject to further classroom instruction
- Emphasize the relevance of the assignment as part of class lessons
- Maintain a record of homework assignments; Include feedback on Interim Reports
- Check homework regularly in a consistent routine throughout the year
- Encourage parents and students to recognize that homework is an extension of classwork, and
- Ensure that student marking period grades do not result in failure solely due to homework.

It is the responsibility of the student to:

- Actively participate in all facets of class
- Ask clarifying questions about homework before class ends
- Dedicate time to complete homework daily
- Communicate problems with homework or an inability to complete homework in a straight-forward manner
- See the value in homework for student learning, and building habits for both academic and personal success.

20. ***Home & School Organization/School Advisory Committee***

Parents and teachers are highly encouraged to get involved to learn more about the school and to support the students, and the school community.

21. ***Honor Students***

Students who received all A's and B's and no 3's in behavior are placed on the Honor Roll. All Honor Roll Students will be recognized on a quarterly basis for their hard work. Parkway Northwest recognizes students who have earned Honor status for all four years at the school at graduation.

Honor roll categories are as follows:

- Distinguished
- Meritorious
- Honorable Mention

22. ***ID Cards***

ID cards are issued to all students. A student's ID card will be used to take attendance as well as monitor lateness to school. The ID card is a part of the school's uniform policy. There is a \$5.00 replacement fee for a lost card. The school will replace a lost ID card immediately. The replacement card will be charged to the student's account each time an ID is replaced.

23. **Lockers**

Lockers will be issued during the first week of school. Students will be provided a combination lock and are not to give their combination out to any other student. **Students should not place money, jewelry or electronics in their locker as the school is not responsible for lost or damaged property. The school reserves the right to inspect the contents of any locker at any time. Students are not to share their locker with any other student. The school will not be responsible for valuables left in either their own locker, or another student's locker.**

24. **MTSS (Multi-Tiered System of Supports), formerly RtII**

To make sure that every child has a successful school experience, the School District of Philadelphia provides a process to help students who are experiencing barriers to learning. Parents or school staff who are concerned about a child in the areas of academic progress, attendance and/or behavior may initiate this process. Students may also request to speak with a counselor, teacher or administrator if they are feeling depressed or want to discuss any concerns or problems they are having.

25. **Office and School Procedures**

The Parkway Northwest HS for Peace & Social Justice works with students and parents to ensure student success. In order to effectively support our school community, our main office operates under the following guidelines:

- HOURS OF OPERATION: 7:50am – 2:54pm
- PHONE #: 215-400-3390
- FAX #: 215-400-3391
- POINT OF CONTACT: MRS. TARA JONES, SECRETARY
- Appointments must be made in advance
- Instructional time is paramount. Teachers cannot meet during instructional time without advance notice or appropriate class coverage.

A. Access to and Release of Pupil Records

Under the Family Education Rights and Privacy Act (FERPA), the School District provides parents/caregivers access to the education records of their child. A parent seeking access to education records may make a request by telephone or in person to the principal or designee. However, prior to reviewing and inspecting education records, a parent must sign an official request form. Access to education records is granted within forty-five days of the receipt of the written request. Student records are also available through the District website at <https://www.philasd.org/face/-parentportal> where you may register for an account through the Parent and Family Portal.

- All students will pick up their cell phones at dismissal times under the supervision of the school climate staff
- All students with a shortened roster, or early dismissal, will abide by these requirements and leave the school campus immediately
- On Wednesdays, 11th and 12th graders will be dismissed at 1:30pm
 - 9th graders will remain in the building for mentoring purposes until 2:54pm
 - 10th graders are responsible for remaining in the building until 2:54pm, unless otherwise notified based on weekly activities

- Any students from other schools who have written permission from a teacher/supervisor to participate in club partnership programs, must enter the building by 3pm.

B. Early Dismissals/Delayed Openings

It is important that you attend a full day of school. We strongly encourage that all appointments be made after school or on the weekend. A parent must send in a written request for an early dismissal or email our school Secretary, Mrs. Tara Jones, at tajones@philasd.org, from a confirmed parent email. The note must include the reason for early dismissal, a home or work contact number to verify the request and it must be signed by a parent on file. The early dismissal note must be presented in the main office or be sent to Mrs. Jones at the beginning of the school day. If the early dismissal procedures are not observed, a student will not be excused to leave the building. These guidelines are implemented to ensure the student's safety.

An individual who is picking up a student for early dismissals must have a photo ID and be on the student's emergency contact list. He/she must also sign the student out and list the reason for the early dismissal. If the person picking the student up for early dismissal is not the legal guardian and not listed on the student's emergency contact form, then the student cannot leave with that person. Please make sure to complete and send in your child's emergency contact form at the beginning of the school year. If you need to make changes or additions to your child's emergency contact form, please see the secretary, Mrs. Jones for a new form to complete.

No early dismissals will be accepted after 2:00 PM each day and **telephone calls for early dismissals will not be accepted.** We must have written verification for an early dismissal with parent/guardian signature. You may fax the early dismissal note to us at (215) 400-3391.

C. Emergency Contact Information

For the safety and Security of all of our students, it is very important that all contact information for students are up to date. We must have up to date parent/guardian information with telephone numbers and email address. All students must also have a current, up to date address on file as well. On the first day of school, emergency contact forms will be sent home with students. **The Parent/Guardian of each student must complete these forms and send them back to the school by the end of the first week of school.**

All address changes must be supported with **two (2) proofs of address**. You can use any of the two forms of proof below:

1. Deed
2. Valid DOT identification card
3. Mortgage settlement sheet
4. Current credit card bill
5. Current utility bill (gas, electric; bill must be within the last 60 days)
6. Recent vehicle registration
7. Recent property tax bill
8. Voter Registration Card showing current address
9. Valid driver's license or changes of address card with your current address
10. Recent bank statement with current address
11. Letter from Social Security Office with current address
12. IRS statement or other wage and tax statements e.g., W2, 1040, 1099
13. Letter from Public Assistance Office with current address

14. Recent Employer Pay stub showing current address
15. Foster care/childcare and DHS letters are acceptable for registration when a student is in the care of a foster/child care agency
16. Shelter placement or residency letters are acceptable for homeless students
17. Original lease with names of parents/legal guardians and children
18. Signed property sales agreement, followed by original copy of settlement papers within 45 calendar days of settlement.

Also, please note that only the names listed on the student’s emergency contact file will be allowed to pick the student up from school early, and they must show ID.

D. Leaving the Building

We are responsible for the **safety and security** of all students from when they leave for school until they arrive home. Students are not permitted to leave the building at any time during the school day per school district policy. Leaving the building without permission jeopardizes the safety of our school community by setting the precedent that entering or exiting the building without permission is acceptable. Students who have valid early dismissals are the exception and are excused to leave through the main entrance only. Students who violate school policies may be suspended as per the School District’s Code of Student Conduct.

E. Visitors

Parkway Northwest High School welcomes parents and guardians to the main office during school hours to check on student and family information, paperwork, grades, and for early dismissals. Parents and guardians are to present a current ID to provide appropriate access to private information.

Parkway Northwest High School will welcome visitors into the school building to meet with faculty, staff, or students by appointment only. To limit interruptions and distractions to teaching and learning and to maximize safety for all persons entering the building, visitors are asked to comply with the following procedures:

- Anyone wishing to visit our school is asked to stop at the front desk to discuss the purpose of the visit and to establish a convenient time for both the visitor and the school.
- Upon entering our school, all visitors must provide a valid photo ID before going into other areas of the building. They must sign in at the front desk and receive a visitor badge.
- The school will arrange for an escort for the visitor throughout the building.
- To avoid interrupting instruction, no visitors are allowed in classrooms or cafeteria unless approved by the school administration.
- Understandably, interactions between visitors and school staff and students will be limited.
- If a follow-up meeting with school staff is desired, the visitor will schedule it for a mutually convenient time.

No former student or Alumni students are allowed in the building until school is dismissed for the day.

26. Promotion Policy/Credits Needed to Graduate

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

- Successfully completes a Multidisciplinary Project or a Service Learning Project
- Met the graduation pathway requirements of Act 158, overseen by the Building Principal
- Earns a total of 23.5 credits, which include:
 - ❖ 4 in English
 - ❖ 3 in Mathematics

- ❖ 3 in Science
- ❖ 3 in Social Studies
- ❖ 1 in African American History
- ❖ 2 in World Language
- ❖ 2 in Arts and Humanities
- ❖ 1 in Physical Education
- ❖ 0.5 in Health
- ❖ 4 in Electives

F. Volunteers

All clearances must be filled out and it must be approved by the building Principal and Climate Manager. If you can find time for volunteer work, please call the school office at 215-400-3390 and ask to speak with the principal. All applicable clearances must be completed before volunteers are able to interact with students per School District of Philadelphia guidelines. More information regarding volunteering and the forms that must be completed, please visit the website at: <https://www.philasd.org/face/-volunteer>.

27. *Roster Problems*

Contact Ms. Brienne Martinez, the roster chair, if there is a roster conflict/problem. A student must follow his/her assigned class schedule until the roster chair completes the new roster, if one is required. Teachers will not admit a student to class who is not on their official computer class lists.

28. *School Advisory Council (SAC)*

Parkway NW High School for Peace and Social Justice is in need of parents/grandparents/guardians and students who are willing to participate in the School Advisory Council. We hope that a few families are willing to take a leadership role in this endeavor and that every family will join and actively participate. The SAC guides our school by ensuring that we are achieving our mission academically and in the community for our students. There will be 5 meetings during the year (October, November, December, February, and March) and most meetings will be held virtually in the early evening.

29. *School Health Services*

The school nurse monitors health screenings and immunization requirements and will contact you if your child is missing required immunizations. Please update telephone numbers and emergency contacts as needed. Acute and chronic illness must be brought to the attention of the nurse and administration. **All ninth grade students must have a physical examination.**

30. *School Safety Officer*

Our School Safety Officers work to ensure that Parkway students are safe and in compliance with The School District of Philadelphia's Code of Student Conduct. Our School Safety Officers will call home to address behavioral issues that impact school safety and may participate in conferences with students and parents. They work directly with faculty and staff to maintain an orderly learning environment and support reinstatement conferences led by the Principal, Counselor, or School Climate Manager with parents following suspensions.

31. *School Information System (SIS)*

Information about your child's attendance and academic records is available to you on the Internet through the School Information System, Parent Portal. You will need your child's Student Identification number

that is printed on every report card. For more information or help with the Parent Portal please click on the link below:

<https://www.philasd.org/face/-parentportal>

32. **School Trips**

There are many opportunities for school related trips. Students must have their parent/guardian complete an official trip permission slip. Signed slips must be returned to the trip sponsor 48 hours prior to the scheduled trip along with any money owed for admission or transportation. Students, as representatives of Parkway Northwest, must always demonstrate excellent behavior. Remember also that you serve as an ambassador for our school and must be appropriately dressed.

Trips may require a deposit to confirm interest. All money for these trips will be collected via credit card or prepaid debit card online.

To make an **ONLINE PAYMENT**:

1. Go to osp.osmsinc.com/philadelphia
2. Select the school "Parkway NW" to find the available activities
3. Select the "activity" you would like to pay for and hit "CHECKOUT"
4. Create an account to confirm payment at this point in time
5. In case parent is helping set up account, student name, student ID#, and school name is required.
6. Log in if you have already used OSP
7. PRINT OUT RECEIPT to keep for your records

33. **Senior Project (Additional information outlined in Senior Contract)**

The senior project is a district requirement to help students utilize their academic and personal leadership skills. This project also ties in directly to our school's mission of developing leaders for peace and social justice. Students will be supported with this project during their senior year through the senior seminar elective and English 4. 12th grade students who do not complete these hours by April 1 of their spring semester, will not be able to attend the senior prom or their senior luncheon, and may not walk during the graduation ceremony.

The Senior Contract will be shared at the first Senior Assembly.

34. **Student Government**

The PSJ Student Government Association (SGA) will begin operations by the end of the first semester of the 2024-2025 school year. The SGA functions as an important source of leadership and feedback for how our school operates. Elections for the SGA will be held before the Winter Break with further details to be communicated at the start of the second marking period.

35. **Title 1 meetings**

Parkway Northwest High School for Peace & Social Justice will hold two Title 1 meetings during the 2024-2025 school year. The fall Title 1 meeting, in September 2024, will be held to discuss with PSJ families how Title 1 funds have been utilized to support students at Parkway Northwest. The winter 2024 Title 1 meeting, in January 2025, will be held to solicit family and parent feedback about budgeting priorities for the 2024-2025 school year. The spring 2025 meeting, in April 2025, will report back on how the school budget looks for the 2025-2026 school year based on parent input.

36. **Transportation (Student Fare Cards)**

Students will be given one Student Key Card for the entire duration of their time attending a public school within the school district of Philadelphia. **It is the students responsibility to secure their Septa Key Cards.** We will replace the Septa Key Card for free **one time**, if it is lost, stolen or damaged. There will be a fee of \$25.00 for all replacements after that time.

To qualify for a free SEPTA Key Card, a student must live 1.5 miles or more from their school. The Office of Transportation Services determines if a student qualifies for a free SEPTA Key Card. The Office of Transportation will send the school a list of names of who qualifies for a free SEPTA Key Card. **Free SEPTA Key Cards will be issued to students during their first day of school.** Students must sign the transportation log and must present his/her student ID card in order to receive their free SEPTA Key Card. Any questions or concerns about transportation and eligibility, please visit the Transportation website at: <https://www.philasd.org/transportation/septastudentfarecard/>.


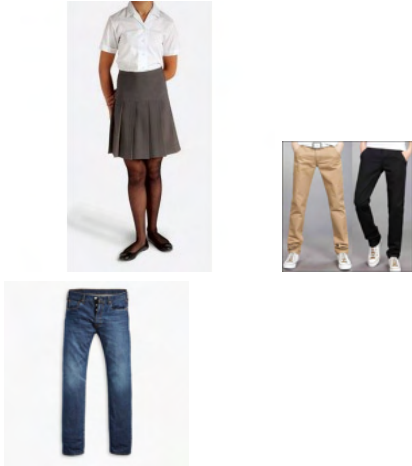

37. **Community Meeting (Tutorial)**

A student is assigned to a Community Meeting (Tutorial) group according to his/her grade level similar to a homeroom in other schools. The tutorial period is a tradition dating back to the founding of the Parkway Program and helps to promote a sense of family. Tutorial is where supportive relationships with faculty and staff and peer friendships are developed. This time will be utilized for school-related discussions, enrichment and intervention activities, and peace building activities. Students and teachers also get to know each other through discussing pertinent issues of the day and planning various student activities.

38. **Tutoring**

There are often appropriate times for one-on-one, or small group support. If there is not time during a given class, find out when your teacher is available to meet with you outside of class time.

CLIMATE AREAS OF EMPHASIS: PARKWAY NW UNIFORM POLICY and SCHOOL ENTRY PROCEDURES School Year 2024-2025

Expectations	Expectation	Unacceptable
<p>Collared Polo Shirt with Parkway logo, Oxford White, Maroon, Grey collared shirt tucked in.</p>		
<p>Black or Khaki Pants and Skirts are acceptable.</p>		

No bonnets, head scarves, hats, scullies, bandanas, durags, or head coverings except for religious reasons.

Headbands are allowed.







No crop tops, muscle tops, or tank tops, joggers, or sweat pants.



The only acceptable masks that can be worn are disposable surgical masks. If you do not have one, one will be provided for you.



<p>Shoes: According to SDP policy the entire foot must be covered. This is for your safety.</p>		
<p><u>Cell Phone Policy</u> Using a cell phone during school hours interrupts valuable instructional time. To avoid distractions, interruptions, and inappropriate use of cell phones, such as recording of teachers, staff members, and students, cell phones are not permitted during class time and lunch periods. Once students enter the building they are to turn in their cell phones off. Students will receive their cell phones at the end of the school day or approved early dismissal time.</p>		<p>If students are found in violation of the cell phone policy, they will receive the following consequences:</p> <p>1st Offense Verbal Warning</p> <p>2nd Offense Second verbal warning and documented in SIS</p> <p>3rd Offense Parent meeting at the school</p> <p>4) In-house suspension and Parent will have to pick up the phone.</p> <p><u>Also prohibited are:</u> Earphones, earbuds, airpods, and headphones, Also, students are not allowed to charge cell phones in class.</p>
<p>NO WEAPONS WILL BE PERMITTED INSIDE OF THE OUR BUILDING.</p>		

Students are not allowed to self-medicate at school.

All medications must be checked in with the Climate Manager/ Administration at the door and brought to the school nurse with the appropriate documentation.

All medicines require a prescription from their doctor. This includes:

- Advil
- Ibuprofen
- Motrin
- Tylenol
- Epi-Pen
- Inhalers
- Any Oral Medication
- Diabetic Medications

	Expectation	Unacceptable
<ul style="list-style-type: none"> • 32oz or smaller • Transparent • Empty • Plastic 	 	

APPENDIX B: Parkway NW HS Truancy Process for 2024-2025

Under Pennsylvania law, all students between the ages of six (6) and eighteen (18) must attend school every day.

The School District of Philadelphia is here as a trusted partner with families to help your child attend school on time on the first day and every day during the school year.

Research shows that daily school attendance is critical for every student’s academic success and social-emotional well-being. Students with good attendance are more likely to:

- read on or above grade level
- perform well in math
- build healthy, lasting relationships at school
- and successfully graduate high school on time

Truancy means having three (3) or more unexcused absences during the current school year, by a student subject to compulsory school attendance. Students who have six (6) or more unexcused absences are considered habitually truant. Students who have ten (10) or more unexcused absences are considered chronically truant.

What to Expect

When	What	Who	How
1st Unexcused Absence MTSS/RtII Tier 1	Phone Call Home	School Messenger Classroom/Tutorial Teacher	Via Classroom Teacher and the SIS
3rd Unexcused Absences MTSS/RtII Tier 2	Send home the third day illegal absence notice (C-31) to notify parents/guardians of the student’s absences. Invite the family/student in to hold SAIP conference.	Attendance Designee	The SIS will auto-populate the form by running the Third Illegal Day Report (C-31). To run this report, go to IC and under the Index Tab, search for Attendance Reports, select the Third Day Absence Letter either K- 8 or High School.
6-9th unexcused absence (habitually truant) MTSS/RtII Tier 2	By the 6th unexcused absence, the school should hold an SAIP conference to address barriers to attendance.	Attendance Designee & School Counselor	Via the Student Attendance Improvement Plan (SAIP) and document the barriers that are impeding good attendance as well as an intervention to reduce.
10th Unexcused Absence (Chronically Truant) MTSS/RtII Tier 3	Submit the SAIP Referral to the Office of Attendance & Truancy (OAT). The file/s will be reviewed and checked. Once the file has been reviewed, it will be forwarded to DHS/Family Court for support.	Attendance Designee, Counselor, or Principal	Submit the SAIP referral via email at truancyreferrals@philasd.org See Attendance Guidelines for more information.

A Truancy Case Manager will be assigned to and work with the students and their families. The Case Manager will request attendance & demographic Information for the students. The Case Manager must provide a FERPA and Work ID to the school for a release of information.

