

Kensington Creative & Performing Arts High School



**KENSINGTON
CAPA**

Student-Parent Handbook

2023-2024

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Assistant Principal

KCAPA High School “School Song”

Black and Gold we hail thee

Glories to be won

Life is all before us

The race is still to run,

We'll look up not downward

We'll look out not in

True to our ideal thou will help us
win

Hail to the Kensington CAPA

Hail to her colors bold

Hail to the hearts that love her

Hail to Black and Gold

Black and Gold we hail thee

Glories to be won

Life is all before us

The race is still to run

We'll look up not downward

We'll look out not in

True to our ideal, thou will help us
win!

Mission

The mission of Kensington Creative & Performing Arts High School is to provide our students with a rigorous academic program and comprehensive educational experience in a safe, supportive learning environment that prepares all students for post-secondary studies, careers, and opportunities in the academic and expressive arts fields.

Vision

The Kensington Creative and Performing Arts High School’s vision is for every student to be developed to their fullest potential by requiring all students to engage in higher-order, analytical, and critical thinking skills daily to solve complex problems academically and socially in their pursuit of becoming productive citizens.

STANDARD DAY BELL SCHEDULES



Standard School Day Schedule					
Period	Start	End	Period	Start	End
1	7:30 AM	9:00 AM	1	7:30 AM	9:00 AM
ADV	9:03 AM	9:22 AM	ADV	9:03 AM	9:22 AM
2nd Lunch	9:25 AM	9:55 AM	2	9:25 AM	10:55 AM
3	9:58 AM	11:28 AM	3rd Lunch	10:58 AM	11:28 AM
4	11:31 AM	1:01 PM	4	11:31 AM	1:01 PM
5	1:04 PM	2:34 PM	5	1:04 PM	2:34 PM

Classes	90 minutes
Homeroom	19 minutes
Lunch	30 minutes

Period	Start	End	Period	Start	End
1	7:30 AM	9:00 AM	1	7:30 AM	9:00 AM
ADV	9:03 AM	9:22 AM	ADV	9:03 AM	9:22 AM
2	9:25 AM	10:55 AM	2	9:25 AM	10:55 AM
3	10:58 AM	11:43 AM	3	10:58 AM	12:28 PM
Split Lunch	11:43 AM	12:13 PM	4th Lunch	12:31 PM	1:01 PM
4	12:16 PM	1:01 PM	5	1:04 PM	2:34 PM
5	1:04 PM	2:34 PM			

2-HOUR DELAY BELL SCHEDULE

2-Hour Delayed Start Schedule					
Period	Start	End	Period	Start	End
1	9:30 AM	10:31 AM	1	9:30 AM	10:31 AM
ADV	10:34 AM	10:49 AM	ADV	10:34 AM	10:49 AM
2nd Lunch	10:52 AM	11:22 AM	2	10:52 AM	11:53 AM
3	11:25 AM	12:26 PM	3rd Lunch	11:56 AM	12:26 PM
4	12:29 PM	1:30 PM	4	12:29 PM	1:30 PM
5	1:33 PM	2:34 PM	5	1:33 PM	2:34 PM

Classes	61 minutes
Homeroom	15 minutes
Lunch	30 minutes

Period	Start	End	Period	Start	End
1	9:30 AM	10:31 AM	1	9:30 AM	10:31 AM
ADV	10:34 AM	10:49 AM	ADV	10:34 AM	10:49 AM
2	10:52 AM	11:53 AM	2	10:52 AM	11:53 AM
3	11:56 AM	12:25 PM	3	11:56 AM	12:57 PM
Split Lunch	12:28 PM	12:58 PM	4th Lunch	1:00 PM	1:30 PM
4	1:01 PM	1:30 PM	5	1:33 PM	2:34 PM
5	1:33 PM	2:34 PM			

ACADEMIC CALENDAR 2023-2024

- Click [here](#) for the 2023-2024 Academic Calendar.

KCAPA PROUD

P prepared	R respectful	O on time	U united	D determined
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These characteristics embody what we expect of all of our students in order to be successful in the school and global community. When students are displaying these five characteristics they are able to learn in a safe and productive environment.

STUDENT CONTACT INFORMATION

ADDRESSES AND TELEPHONE NUMBERS

In the event of an emergency, students **must have current information** on file in the Student Information System (SIS). This includes the correct spelling of the name, current address, home phone, parents' or legal guardians' names, parents' work phones, and emergency contact name and phone number. It is the **parent/legal guardian's responsibility** to inform the nurse, counselor, or the main office of all changes as soon as they occur.

Parental or legal guardian contact and emergency telephone information are **extremely important for each student's well-being, especially for unexpected medical emergencies and to communicate with parents regarding academic progress and attendance.**

POLICIES

CONTACTING STUDENTS DURING SCHOOL HOURS

PLEASE DO NOT CALL/TEXT STUDENTS DURING INSTRUCTIONAL HOURS. Our goal at Kensington Creative and Performing Arts High School is to decrease all outside distractions so your student can maximize valuable instructional time. If there is a true emergency and you need to reach your student, please call the school at **215-400-7400**. **Likewise, students may use the phone in the main office to contact you.**

As a reminder, students using their phones during the school day - for any reason - are subject to disciplinary action.

STUDENT CODE OF CONDUCT

The School District of Philadelphia's [Code of Conduct](#) (click the link for the document) includes all expectations, policies, and procedures for student behavior.

ADVISORY

Advisory attendance is mandatory! Several activities are handled ONLY through Advisory. Parents/legal guardians with questions or concerns regarding their student's attendance can contact their student's advisor or our Attendance Designee, Ms. Sullivan (rsullivan@philasd.org).

Students are required to complete the Check and Reflect protocol once a month in advisory. The Check and Reflect protocol gives students the opportunity to review their in-the-moment grades, attendance, and class cuts. Parents should review the Check and Reflect with their student at home to stay informed about their child's academic progress.

ATTENDANCE, TRUANCY, AND CUTTING

All students are expected to be present for 90% or more of school days. Research has shown that students who miss more than two school days in September are more likely to be chronically absent throughout the school year. In addition, chronic absence is one of the leading indicators that a student will drop out of high school.

However, illness, injury, and other unavoidable situations sometimes occur. When this happens, **parents *must submit an absence note to the school within three days of the student's unexcused absence.* Please click [here](#) for a link to the absence note template.** Make-up work for an **excused absence** should be completed within three (3) school days after the absence.

Students who are absent without a written note will accrue an “unexcused absence.” An “unexcused” or “illegal” absence occurs when a student is absent without a valid excuse in writing. That means that either no written note was submitted to the school upon the student’s return or that the reason provided in the note was deemed invalid. **Examples of invalid excuses include (but are not limited to): babysitting, waking up late, illness of a family member, and vacation.** Absences shall be treated as unexcused until the school receives a written excuse explaining the absence, to be submitted within three (3) days of the student’s return to school.

Additionally, students must attend each class as it appears on their roster. Under no circumstances should a student fail to appear in their class. Please note that repeated cutting will result in disciplinary consequences.

A copy of the School District of Philadelphia’s Attendance Expectations can be found by clicking [here](#). Questions regarding your student’s attendance can be directed to:

- Ms. Sullivan, Attendance Designee: rsullivan@philasd.org
- Ms. Simonds, Grades 9-10 Counselor: dsimonds@philasd.org
- Ms. Guerrier, Grades 11-12 Counselor: mguerrier@philasd.org
- Your student’s advisor

All absence notes must be given to Ms. Sullivan or placed in the absence note box affixed to wall just outside the IMC.

BATHROOM POLICIES

- Students ***must*** have an official bathroom pass to use the restroom.
- Students ***must*** sign out in the sign-out log on their teacher’s Classroom Sign-Out Log
- Students are encouraged to not use the bathroom during the first & last 15 minutes of class. This is to ensure that students do not miss key information at the beginning or end of instruction.
- Students are encouraged to use the restroom during class transitions to ensure that valuable information isn’t missed during instructional time.

- Only one student is permitted to leave the classroom at a time to use the restroom.

CAFETERIA POLICIES

The cafeteria is a designated place for students to eat lunch, engage in positive social conversation, and to prepare for the next class.

- Prior to being served all students are to find in seat in the cafeteria and wait to be called up.
- Students may use the cafeteria only during their scheduled lunch period. Eating takes place in the lunchroom only, with one exception:
 - weather permitting, the Courtyard is available for students as long as staffing is available.
- To make the cafeteria and other areas orderly, clean, and attractive, all students are expected to:
 - wait their turn in the food line in an orderly fashion,
 - keep the table areas and floor areas clean,
 - sit only on the chairs, not the tables,
 - place all trash in the proper receptacles which have been placed throughout the lunchroom,
 - leave the area clean for others to use,
 - use good table and eating manners, and
 - follow directions from staff members manning the cafeteria.
 - violation of the cafeteria policy will result in disciplinary action.
- Students may not leave the cafeteria unless they have an appointment AND a hall pass from that staff member.
- Students will be permitted to use the bathrooms at this time.
- Bathrooms will close 10 minutes before dismissal from the cafeteria.
- Students may only use the cafeteria and the courtyard for lunch. Students may not be in other parts of the building during their lunch period.

DRUG AND ALCOHOL POLICY

Students in possession of or under the influence of drugs or alcohol will be subject to prosecution under the law, and disciplinary action as defined by the Philadelphia School District Student [Code of Conduct](#). Violators will also be referred to the appropriate counselor to begin Tier II MTSS. Students will be referred to an appropriate treatment program for help as a result of the Tier II meeting.

ELECTRONICS POLICY

- Students are required to place their cell phones and earbuds in their Yondr pouch.
- Students will use one pouch per student. Students are not allowed to share pouches.
- Students are required to pay a \$10 rental fee for the Yondr pouch for the school year. There is a \$28 replacement fee
- Students will have their phones in the Yondr pouch throughout the school day and pouches will be unlocked at the end of the day.
- Students are also responsible for bringing their pouches to and from school each day. Loaner Yondr pouches are not available.
- At no time should a student use their cell phone in class, in the stairwells, or in the hallways.
- Students are to only use School District provided electronic devices. No personal Ipads or tablets are to

be brought to school.

HALL PASS POLICY

Students are permitted to leave class - with a valid hall pass - to use the restroom or for an emergency visit to the nurse.

Please note that:

- Students are *not* permitted to use the bathroom during the first & last 15 minutes of class.
- Students are encouraged to use the restroom during class transitions to ensure that valuable information isn't missed during instructional time.
- Students *must* have a designated hall pass to use the restroom **and** must sign out and sign in using the Bathroom Pass log.
- Only *one* student is permitted to leave the classroom at a time to use the restroom.

All other business (visiting coaches, turning in money or forms, picking up forms, turning in work to another teacher, visiting counselor, climate manager, or staff member) must be conducted outside of class time. For visits to the counselor, Climate Manager, or administration, students must present a call slip to their teacher. Students who leave class for extended periods of time or leave without permission are subject to disciplinary action.

PLEASE NOTE THAT:

- Regardless of destination, students must also sign out on the Classroom Log Book
- Students who exceed 5 minutes in the bathroom will receive a detention for excessive time out of class.
- Students who abuse/overuse the bathroom and non-bathroom hall passes will receive consequences as outlined in the Student Code of Conduct
- Students must provide hall passes upon staff request when outside of their class.

SCHOOL PROPERTY

All books, equipment, Chromebooks and chargers, and other items issued to students remain the property of the Philadelphia School District. Payments must be made for items that are lost or damaged before replacements will be issued. All lost books must be paid for before report cards or diplomas are issued. Students who owe the school for lost or unreturned property will be excluded from school trips, activities, athletic teams, and graduation ceremonies. Students must check **ScholarChip** often to make sure no fees or penalties are owed.

SECURITY SCANS

As a standard procedure in all School District of Philadelphia facilities, all students and visitors entering Kensington CAPA High School are required to enter through the metal detector scan. Bags and parcels may also be searched. Also, please be advised that student vehicles parked on school property are subject to search.

SENIOR DUES

Senior dues cover the cost of the student's cap and gown, yearbook, senior luncheon, senior pin, diploma, diploma cover, and the actual cost of the graduation ceremony. Dues must be paid in full for students to participate in **prom** and the **graduation ceremony**.

By School District policy, participation in proms and commencement ceremonies are privileges that may be withheld by the principal per the Student Code of Conduct or attendance.

Students in the Class of 2024 received a letter in Spring, 2023 regarding senior dues. You can find a copy of the letter [here](#).

SMOKING/VAPING POLICY

By state law and school board policies, all schools and adjacent school grounds are smoke-free facilities. This includes any device used to vape. Smoking, using, or possessing tobacco products or vaping paraphernalia is not permitted anywhere in the building, on school grounds, or at school functions. Students found smoking on school grounds will be subject to suspension. Confiscated items will not be returned.

TEXTBOOK POLICY

The School District of Philadelphia Policy #224 on textbooks states that *each student has the responsibility for the proper care of school property and the school textbooks, supplies and equipment entrusted to his/her use.*

Students are responsible for the care, maintenance and timely return of all textbooks assigned to them. 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 the replacement of the textbook(s)
- withholding of a report card
- loss of privileges such as participation in sports, extracurricular activities, dances, other special events, and commencement exercises

UNIFORMS

UNIFORM POLICY

The uniform policy consists of the following:

- Black pants. Pants should fit at the waist and be free of holes, writing, or designs. Undergarments should never be visible.
- Sneakers or closed-toe shoes. Slides and slippers are prohibited. Crocs in “sport mode” may be worn.
- A shirt with the KCAPA logo (KCAPA polo, KCAPA pullover, or other shirt with the KCAPA logo).
 - Shirts, hoodies, and sweaters bearing the KCAPA logo and name are available for purchase in our school store. The store is open before school (7 a.m. - 7:30 a.m.). Cash only.
- School ID, work visibly. **Be advised that as a safety precaution, the student’s ID badge and lanyard must be visible (in front) at all times and worn around the student’s neck during school hours and in-school events.**
 - In the event of a lost, stolen or damaged card, replacement cards are available for \$5.
- Students may not wear a full face mask, also known as a "Sheisty mask" or "Sheisty" that covers their entire face with the exception of the student’s eyes. This includes but is not limited to, ski masks or a balaclava. Masks such as these are a safety concern as it is impossible to identify an individual who is wearing a mask.

PHYSICAL EDUCATION REQUIREMENTS

All students are required to wear sneakers in Physical Education class. Students are strongly encouraged to wear athletic attire in gym class. Medical excuses for exclusion from Physical Education classes are processed through the School Nurse's Office.

OUTERWEAR

Students are permitted to wear KCAPA logoed hoodies, pullovers, and sweaters while inside the building. Outerwear, such as jackets, may be stored in the student's locker which are available to rent for \$5.00, or students may carry their outerwear from class to class. KCAPA staff are not responsible for lost, stolen, or damaged outerwear.

SPORTS EQUIPMENT

Sports equipment (gloves, balls, rackets, etc.) must be securely stored in a student's locker. For safety purposes, students may not carry these items throughout the school building. **Items not placed in a locker must be surrendered at the request of any staff member.** Students who choose to repeatedly violate this policy will be subjected to logical consequences per Kensington CAPA HS Climate Team. KCAPA staff are not responsible for lost, stolen, or damaged sports equipment.

ACADEMICS

The focus at KCAPA HS is academic achievement, the basis for future college and career success. Students must be in class on time, participate actively as responsible learners, and complete all assigned work. For each subject, teachers will issue a written syllabus explaining goals, expectations, activities, requirements, assessment methods, and grading policies. Students and parents with questions and concerns regarding academic expectations should call the main office to schedule an appointment to discuss concerns with the individual teacher.

STUDENT INFORMATION SYSTEM (SIS) Formerly StudentNet/ParentNet

The Student Information System (SIS) is a service provided for students and families to access their profiles which consist of grades, attendance, discipline reports, credits, fees, Keystone scores, colleges, and universities, SAT scores, and credentials that are required for admission to various colleges and universities, etc. Students and parents are encouraged to routinely consult student profiles to follow and meet their academic needs for success and to avoid potential academic, fiscal, behavioral, or attendance problems.

GRADE or CLASS STANDING

In high school, a student's true grade (9th, 10th, 11th, and 12th) is based on credits earned, not the calendar year.

- Freshman (9th Grade)- 0 - 4.5 credits
- Sophomore (10th Grade)-5 - 10.5 credits

- Junior (11th Grade)- 11 - 17 credits
- Senior (12th Grade)- 17.5 or more credits

Students will be placed in their grade based on the credits the student has earned.

Students who do not have enough credits to be promoted to the next grade **will remain classified in their current grade until such time as the student recoups the needed credits.**

The District offers several opportunities to recover credits, including Saturday School (Saturdays from early December-late May), Summer School, and Credit Recovery. Please contact your students counselor if you have questions or concerns regarding your student's credits.

- **Grades 9-10:** Ms. Simonds (dsimonds@philasd.org)
- **Grades 11-12:** Ms. Guerrier (mguerrier@philasd.org)

GRADE POINT AVERAGE (GPA) CALCULATION

The following GPA calculation rules apply to all students regardless of graduation year:

- Courses are assigned weights in the form of a multiplier based on their difficulty:
 - ❖ General courses = 1.00 multiplier
 - ❖ Honors courses = 1.15 multiplier
 - ❖ AP, IB, and Dual-Enrollment = 1.20 multiplier
- Courses that are retaken after being failed (Credit Recovery) are calculated into the GPA with a numeric score of 65/1.0 GPA points
- Students will be graded on report cards with the following scale:

A: 90 – 100	Advanced
B: 80 – 89	Proficient
C: 70 – 79	Basic
D: 60 – 69	Below basic
F: 50 - 59	Below Basic/Credits will not be earned.

Each of the four marking periods is averaged for a final grade at the end of the year. Students should be encouraged to keep a record of his or her progress during the semester (in addition to the teacher's grade book).

Parents/legal guardians can monitor their student's academic progress via Parent Portal. You can find information on how to access the Parent Portal [here](#). Students can check their progress at any time using Check and Reflect, found in the student's online Backpack.

GRADING POLICY

Teachers have multiple opportunities to evaluate student progress using a variety of assessment strategies. Grades include the following components:

Component	Weight
Tests	40%
Performance-Based Learning	30%
Classwork	20%
Homework	10%

Note: “Performance-Based Learning” includes, but is not limited to, projects, labs, research, assignments, presentations, etc.

All grades will be recorded in the District-provided electronic grade book in Infinite Campus, the Student Information System. It is suggested that students receive written feedback in each course at least twice weekly; teachers enter at least two grades per week.

Interim Reports

Interim reports serve as a snapshot in time of how a student is progressing in school. Parents/legal guardians should check their student’s interim grades during each interim report period. Parents

GRADING SCALE

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

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

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

- The student was enrolled for **less than 15 days** during the term
- The student was on extended medical leave (nurse confirmation required)

Incomplete grades must be corrected before the close of the next term grading window or the grade will convert to a 50. A grade of “Incomplete” cannot be given during the final term of a course.

The final grade for a course will be automatically calculated as an average of all term grades. Students whose final average falls below 60 will receive a failing grade on their report card and will not earn credit for the course.

GRADUATION REQUIREMENTS

A total of 23.5 credits are required for graduation and must fall within specific categories

Credits must be earned as follows:

- 4 credits in English
- 3 credits in Mathematics
- 3 credits in Science
- 4 credits in Social Studies (including one African American History)
- 2 credits in World Language
- 2 credits in Arts/Humanities
- 1.5 credits Health (.5) & Physical Education (1)
- 4 credits in Electives
- Completion of Senior Project
- 1 additional credit in a Math/Science
- Attainment of one [Act 158 Graduation Pathway](#)

SENIOR EVENTS

In addition to attaining credits in the correct courses, students must be in “good standing” to participate in senior events (for example, prom, graduation exercises, luncheon, etc.). This means:

- Students must have **zero** out-of-school suspensions during their senior year;
- All of the student’s teachers attest that the student demonstrates appropriate behavior in class;
- Students must be up-to-date on their senior dues;
- Students must have a passing grade in each class;

In order to participate in graduation exercises, students must meet all of the above requirements. Students will not be permitted to walk at graduation if they have not met their graduation requirements.

HONOR ROLL

Distinguished Honors	All As in every subject
Meritorious Honors	All As and Bs in every subject
Honorable Mention	All As and Bs, with the exception of one C

MTSS (MULTI-TIERED SYSTEM OF SUPPORTS)

MTSS is an early intervention support process to improve student achievement using research-based interventions matched to the instructional need and level of the student. The core of MTSS is the premise that ALL students can learn.

In brief, MTSS/RtI is:

- A data-driven model to enable early identification and strategic interventions for students at academic or behavioral risk;
- A multi-level instructional framework aimed at improving instruction for ALL students; and,
- A shared and collaborative decision-making process among professional educators.

TITLE 1

The mission of Title I is to provide technical assistance and support to families and school communities in implementing all mandates of the No student Left Behind Act of 2001. The office supports schools in helping to raise the academic achievement of all students by maximizing the available resources to ensure and support the implementation of the School Action Plan.

Contact: 440 N. Broad St. – 3rd Floor, Philadelphia, PA 19130. Phone: 215-400-5798

DISCIPLINE

PBIS

Positive Behavior Interventions and Supports (PBIS) is a framework for assisting school personnel with organizing and adopting evidence-based behavioral interventions. These systems are incorporated into the school environment on an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS is an individualized, prevention-oriented way for school personnel to adopt solid, evidence-based practices that maximize the academic and social behavior for students.

Everyday....Every. Single. Member. Of. The. KCAPA. Family. Should. Strive. To. Be....

P prepared	R respectful	O on time	U united	D determined
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Each month focuses on a positive P.R.O.U.D. behavior.

- Every month students displaying PROUD behaviors are nominated by a teacher.
- Students' names are submitted to the PBS team.
- Students will receive certificates and will be eligible for raffle drawings every month.
- Students are eligible to participate every month

DETENTION

At KCAPA, we are committed to building a students' growth mindset by creating a progressive school culture, modeling restorative practices, promoting social and emotional well-being, and utilizing support systems to teach students how to act responsibly and make good decisions. Detentions will serve as a logical consequence for students to reflect on poor choices, complete restorative practice assignments, and share best practices with peers. Detentions are held after school from 2:40 p.m. - 3:10 p.m. in the classroom of the teacher issuing the detention or the school Auditorium. Please note that **ALL** KCAPA Faculty and Staff members can assign a student detention. We encourage our students to be responsible and amend their actions by completing detention to prevent any escalation of our

disciplinary track. Students who fail to report to Detention will be subjected to additional disciplinary action and loss of privileges.

OUT OF SCHOOL SUSPENSION

Students on suspension are not permitted in the building, on school grounds, or at school events regardless of the event's location. The suspended student may not participate in any school programs, athletic events, extracurricular activities, or trips.

On the day of reinstatement, students **must** bring in their parents/legal guardians for meetings with the appropriate Climate Team Member. Only the documented parent/legal guardian can reinstate students, regardless of age.

Students on suspension who are found on school grounds or in the school building, and are not accompanied by a parent/legal guardian are subject to arrest for defiant trespassing.

VISITORS

ENTRANCE - STUDENTS

Students are welcome to enter the building through the main entrance only. For safety purposes, students may not enter the building through any other entrance. Students who are found entering through an alternate entrance are in violation of District policy and will be subject to the Student Code of Conduct.

ENTRANCE - VISITORS

Beginning with the 22-23 SY, the School District of Philadelphia will implement the Visitor Management System (VMS), an electronic check-in and check-out system for all non-District visitors.

Parents/legal guardians are encouraged to visit KCAPA High School by making an appointment with the main office. All visitors must report to the front desk at the Front and Montgomery Ave. entrance to sign-in and to obtain a visitor's pass.

TRANSPORTATION

PUBLIC TRANSPORTATION

KCAPA is located at the Berks street EL stop and steps from SEPTA bus routes 3 and 5.

STUDENT FARE CARDS

Students who use SEPTA to get to and from school will use a Student Fare Card. Eligible students can ride free on their first day of school and will receive their Fare Card when they get to school on our first day, **September 5, 2023**.. Student Fare Cards will only be operational on school days between 5:30am and 8:00pm. The Card will be programmed with a maximum of 8 taps per day. (Tap is SEPTA's term for accessing transportation). Fare Cards will not be operational on national holidays, weekends, and predetermined non-school days.

YELLOW BUS TRANSPORTATION

The yellow bus pick-up and drop-off locations are on Front Street at the Berks Street entrance. In the afternoon, buses will pick up students on school grounds by the same entrance. Mrs. E. Smith (erinsmith@philasd.org) is the point of contact regarding special education transportation.

Students who use the yellow bus transportation to KCAPA, or anyone who is in care of such students, should contact Mrs. E. Smith (erinsmith@philasd.org) regarding information or problems.

STUDENT DRIVERS

Student parking in the KCAPA parking lot is a privilege, not a guarantee.

Students driving to school must obtain an assigned parking pass and park in the Palmer Street Lot to the left of the entrance. Please see Ms. Vega in the main office to obtain a parking pass. Please note, students may park in the Palmer Street parking lot only.

In order to receive a parking pass, students must present their license, proof of registration and proof of insurance.

Students may not leave the building to retrieve items from their vehicles. Students who leave to retrieve items from their vehicles may lose their parking privileges.

Note: vehicles on school grounds are subject to search.

EMERGENCIES

EMERGENCY CLOSING OF SCHOOL

Weather-related school closings are announced over the radio and television news channels and are available on the District website, www.philasd.org. Parents should listen for this information both before and during school hours whenever severe weather conditions threaten the region.

In the event of any other emergency resulting in the need for school closure, the school administration will make the announcement. It is extremely important to have current, working parental/legal guardian telephone numbers so that our electronic telephone messenger may contact parents/legal guardians.

EVACUATION DRILLS AND EMERGENCIES

- Every room has a fire evacuation chart posted. In the event of an emergency or drill, please follow the directions on the sign
- If an evacuation is necessary (with the exception of a fire drill), verbal instructions will be given over the public address system.
- In the event of a fire drill, students must obey their teachers' directions and proceed quickly and quietly to safety outside the building. Once outside, students must stay with their classroom teacher. Upon completion of the drill, students are to return to class.
- After a fire drill or emergency, all students and staff will re-enter the building only after instructed to do so by the principal or his/her designee by sounding the school's bell system.

- Fire drills are conducted monthly. Shelter-in-place drills are conducted twice a year.
- Students may not leave the school grounds during a fire drill. During a shelter-in-place drill, students will be directed to the inside shelter location. No one (including parents and/or visitors) will be permitted to enter or leave the building during these drills.

Tampering with fire alarms and false fire alarms compromise the safety of the entire school. Students who tamper with fire alarms or initiate false alarms will be subject to disciplinary action which may include suspension and arrest.

EARLY DISMISSAL/DELAYED ARRIVALS

1. Students are expected to remain in school for the entire scheduled school day.
2. Appointments should NOT be scheduled during school hours.
3. Students who request frequent early dismissals may place themselves in academic jeopardy.
4. Parents/legal guardians requesting an early dismissal for a KCAPA HS student must pick the student up, be listed on the Student Information System, and display proper identification.
5. Delayed arrival requires students to have an official note that can be verified (Doctor's, Dentist, or parent/legal guardian).
6. Students arriving after 10:00 am will be considered present for a half-day of school.

INSURANCE (STUDENT ACCIDENT INSURANCE)

Our PIAA waiver specifies that athletes **must** provide their health insurance, and they, therefore, assume liability for normal play activities/injuries. In the event a catastrophic event takes place during practice/play resulting in a student's major injury and is a result of some unfortunate negligence, the parent would then need to reach out to our Legal team for a response.

EXTRACURRICULAR ACTIVITIES

EXTRACURRICULAR ACTIVITIES (GENERAL)

KCAPA offers a variety of extracurricular activities. All students and staff are encouraged to attend the many events scheduled at KCAPA and at other sites. Students are invited to participate in as many activities as their interests and time allow. Notices about programs appear in the daily bulletin. More information regarding extracurricular activities may be found on the school website, kcapa.philasd.org

Students must depart the building immediately following the end of their extracurricular activity. Please take your belongings with you to the activity.

SOCIAL ACTIVITIES

Kensington CAPA High School offers numerous student activities for social interaction. Students must adhere to all eligibility requirements to be permitted to participate.

For all school dances, the appropriate dress will be communicated in announcements regarding the event. Typically, no jeans, t-shirts, or other inappropriate attire are permitted. All students attending

functions must present a valid school ID and their guests must present a photo ID for admittance. **By School District policy**, participation extracurricular activities are privileges that may be withheld by the principal per the Code of Conduct.

ATHLETICS

Kensington CAPA High School offers a range of varsity and junior varsity sports teams for both girls and boys. Please contact Athletic Director, Mr. Issacs (gdisaacs@philasd.org), if you're interested in participating in the 2023-2024 athletic seasons. Students who receive more than 5 disciplinary actions will be removed from all teams. Students who are absent for more than half of the day or suspended may not participate in a sporting event.

The Kensington Multiplex Student/Parent Contract can be found [here](#).

Students who miss class due to participation in athletic events are afforded the opportunity to turn in any missed work, including projects and tests. This work will be graded without penalty. Missed work must be turned in during the next class period. It is the responsibility of the student to seek out missing work and to arrange time to compete missed assessments. It is the responsibility of the teacher to provide students with an opportunity to complete missing work.

KCAPA PROUD STUDENT GOVERNMENT ASSOCIATION (KPSGA)

The student government is called the KCAPA PROUD Student Association (KPSGA). It is comprised of elected representatives from each grade and officers elected by the student body at large. The KPSGA promotes preparedness, respect, being on time, unity, and determination among students, and harmony in the community through its major themes of service and duty. The KPSGA contributes to the life of the school by sponsoring school pride activities, charitable collections, and social events for the student body at large. Elections for SGA officers for the following year are held in the spring of each school year. The KPSGA meets monthly to plan student events and to interact with the school administration.

STUDENT SERVICES

COUNSELING SERVICES

The comprehensive school counseling program of Kensington CAPA is an essential piece in the education and health of our students. Our duties are driven by the needs of all students in the building and address how students need support academically, behaviorally, emotionally, and socially while specifically assisting them in developing a better understanding and acceptance of self. As a counseling program, we guide students in their vision of developing an enhanced understanding of their strengths, interests, values, and aptitudes, while developing their self-worth, as a unique piece of our school's community.

We encourage students to work and explore ways in which they can experience continued growth personally and academically, both inside and outside of the school setting. The counseling program takes an interest in assisting students in their development of decision-making and problem-solving skills while also helping them recognize their responsibility and role in their success. Our efforts are

collaborative and we involve the school's community, the family, and community partners while operating in alignment with the Philadelphia School District's goals and expectations in the development of students who want to achieve and succeed in their educational paths.

FOOD SERVICES

Students will receive free lunch. Monthly menus are displayed in the cafeteria. Students must enter their ID numbers to receive lunch. **Breakfast and lunch are free for ALL students, every day**

1. Breakfast is available for all students from **7:00 a.m. until 7:25 a.m.** daily. Students are required to throw away their trash and clean up any mess that may arise.
2. Students may use the lunchroom during their rostered lunch periods **ONLY**. Both hot and cold lunches are available in the cafeteria. **Students may not leave the school grounds during their lunch period.**

Students are **not** permitted to have food delivered to the school from an outside establishment. Disciplinary action will be taken.

HEALTH SERVICES

The carries out extensive medical health programming mandated by the School District, including vision and hearing tests, physical examinations, and monitoring immunization programs, as well as maintenance of medical records. The nurse is responsible for giving first aid or emergency treatment. The nurse is **not** permitted to give medication for short-term illnesses (such as headaches or cramps). It is the parent/legal guardian's responsibility to get the student from school and follow through with appropriate care at home. Please, do not send your student to school if they are ill. The nurse will not be able to meet his/her medical needs.

To arrange a visit or to discuss a health concern, please call 215-400-7400 or email pkrupa@philasd.org. Contacts listed in SIS and with a valid photo ID will be able to take students out of school. In some situations, students are sent directly to the hospital by ambulance. Therefore, it is imperative that students supply their parents' home and work telephone numbers, as well as provide another emergency contact as some health problems could be life-threatening. When parents and emergency contacts are not available, students will not be sent home. Students who must take a prescription will entrust the medication in its original container to a nurse and visit the Health Suite at the appropriate time(s) to take the medicine in the presence of a nurse.

TEEN PARENT CENTER - TEEN ELECT

The ELECT program (Education Leading to Employment and Career Training) is designed to help improve attendance among teen parents, decrease barriers for students returning to school, and support teen parents to be successful as they complete their education. Our Teen ELECT office is found in Room 130.

WORKING PAPERS

As required by Pennsylvania State Law, any person under 18 years of age desiring a job must obtain working papers. Applications are available in the Counselor's Offices. Counselors will inform applicants of the nearest Working Papers Center, according to the applicant's address.

LOST AND FOUND

Please check with the School Police for lost items. Kensington CAPA is not responsible for lost or stolen items.