

Kensington Creative & Performing Arts High School



Student-Parent Handbook

2025-2026

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KCAPA High School “School Song”

Black and Gold we hail thee.	Hail to the hearts that love her
Glories to be won	Hail to Black and Gold
Life is all before us	Black and Gold, we hail thee
The race is still to run,	Glories to be won
We'll look up, not downward	Life is all before us
	The race is still to run
We'll look out not in	We'll look up not downward
True to our ideal, thou will help us win	We'll look out, not in
Hail to the Kensington CAPA	True to our ideal, thou will help us win!
Hail to her colors bold	

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.

BELL SCHEDULES

Our doors are open to students 30 minutes before first period. Breakfast is served daily.



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

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			

Classes	90 minutes
Homeroom	19 minutes
Lunch	30 minutes

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

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			

Classes	61 minutes
Homeroom	15 minutes
Lunch	30 minutes

EXTENDED ADVISORY BELL SCHEDULE

Extended Advisory Schedule					
Period	Start	End	Period	Start	End
1	7:30 AM	8:50 AM	1	7:30 AM	8:50 AM
ADV	8:53 AM	9:52 AM	ADV	8:53 AM	9:52 AM
2nd Lunch	9:55 AM	10:25 AM	2	9:55 AM	11:15 AM
3	10:28 AM	11:48 PM	3rd Lunch	11:18 AM	11:48 PM
4	11:51 AM	1:11 PM	4	11:51 AM	1:11 PM
5	1:14 PM	2:34 PM	5	1:14 PM	2:34 PM
Period	Start	End	Period	Start	End
1	7:30 AM	8:50 AM	1	7:30 AM	8:50 AM
ADV	8:53 AM	9:52 AM	ADV	8:53 AM	9:52 AM
2	9:55 AM	11:15 AM	2	9:55 AM	11:15 AM
3	11:18 AM	11:58 PM	3	11:18 AM	12:38 PM
Split Lunch	12:01 AM	12:31 PM	4th Lunch	12:41 AM	1:11 PM
4	12:34 AM	1:11 PM	5	1:14 PM	2:34 PM
5	1:14 PM	2:34 PM			

ACADEMIC CALENDAR 2025-2026

- Click [here](#) for the 2025-2026 Academic Calendar.

KCAPA “EXCELS THROUGH THE ARTS”

KCAPA Excels Through ARTS!

A	Accountable
R	Respectful
T	Timely
S	Safe

These characteristics embody what we expect of all of our students for them to be successful in school and the global community. When students display these five characteristics (Accountable, Respectful, Timely, and Safe), they can learn in a safe and productive environment.

PBIS

Positive Behavior Interventions and Supports (PBIS) is a framework that helps schools choose and use effective, evidence-based interventions to improve student outcomes. These interventions are integrated into the school environment to create a system that improves academic and social outcomes for all students. PBIS is a prevention-oriented and individualized approach that helps school staff maximize student academic and social behavior.

PARENTAL CONTACT INFORMATION

ADDRESSES AND TELEPHONE NUMBERS

It is the responsibility of the parent/guardian to provide the school with correct addresses, phone numbers, and email addresses.

In an emergency, students must have up-to-date information on file in the Student Information System (SIS). This includes the correct spelling of their name, **current address, home phone number, names of parents or legal guardians, work phone numbers of parents/guardians, and the name and phone number of the emergency contact**. The parent or legal guardian is responsible for informing the nurse, counselor, or the main office of any changes as soon as they happen. Parental or legal guardian contact and emergency phone information are crucial for each student's well-being, especially during unexpected medical emergencies, and for communicating with parents about academic progress and attendance. To update your contact information at any time, please contact the main office at 215-400-7400.

POLICIES

BULLYING, HARASSMENT, AND DISCRIMINATION OF STUDENTS

To see the School District of Philadelphia's full text on Policy 248: *Harassment and Discrimination of Students*, click [here](#).

To see the School District of Philadelphia's full text on Policy 249: *Bullying/Cyberbullying*, click [here](#).

Also see [Administrative Procedures A](#) and [Administrative Procedures B](#) (Title IX)

Bullying: An intentional electronic, written, verbal, nonverbal, psychological, or physical act or series of acts directed at another student or students, which occurs in and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education;
2. Creating of a threatening school environment; or
3. Substantially disrupting the orderly operation of the school.

Bullying is characterized by the following three (3) criteria:

1. It is aggressive behavior or intentional harm.
2. It is carried out repeatedly over time.
3. It occurs between people where there is an imbalance of power (e.g., physical strength, mental capacity, popularity, or social skills).

Bullying can take many forms and can include a variety of behaviors. As defined in this policy, bullying refers to direct or indirect action, which may include but is not limited to:

1. Physical – hitting, kicking, pushing, shoving, getting another person to hurt someone;
2. Verbal – racial slurs, name-calling, teasing, taunting, harassment, gossiping;
3. Nonverbal – threatening, obscene gestures, isolation, exclusion, stalking;
4. Psychological or Relational - involves spreading malicious rumors, and engaging in social isolation or intimidation; and
5. Cyberbullying – any form of bullying that occurs by the use of electronic communication devices or through means of social networking, email, instant messaging, text messaging, tweets, blogs, photo and video sharing, chat rooms, dashboards, websites, or apps, including personal profile websites or apps, such as Snapchat, Instagram, and Facebook.

This policy intends that the term bullying include, but not be limited to, incidents that are reasonably perceived as being motivated either by any actual or perceived characteristic, such as gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, disability, socioeconomic status, and/or political beliefs.

Harassment: Verbal, nonverbal, written, graphic, virtual or physical conduct relating to an individual's known or perceived race, color, ethnicity, age, religion, sex, sexual orientation, gender identity or expression, ancestry, national origin, marital status, pregnancy, English language proficiency, veteran status, disability, or other protected classification. Harassment includes unwelcome conduct such as graphic, written, electronic, verbal, or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, sexual misconduct, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when:

1. Such conduct is sufficiently severe, persistent, or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening, or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. A single incident of harassment may implicate more than one protected class. For example, a student may be targeted because of their race and sexual orientation.

Procedures

Any person, whether the alleged Complainant or not, may submit a complaint alleging bullying, harassment, or discrimination by any means that results in the Compliance Officer/Title IX Coordinator receiving the person's verbal or written complaint, including:

Completing the online [Bullying, Harassment/Discrimination Reporting form](#);

1. Calling the Bullying/Harassment hotline at 215-400-SAFE;
2. Submitting a complaint via [Safe2Say](#);
3. Emailing the Compliance Officer/Title IX Coordinator directly at antiharassment@philasd.org; or

Reporting the incident to the building principal or designee, or to any other member of the school staff, including teachers, guidance counselors, bilingual counseling assistants

PARENT/SCHOOL COMPACT

The Parent/School Compact can be found [here](#).

CONTACTING STUDENTS DURING SCHOOL HOURS

Please **refrain from calling or texting** students during school hours (7:30 a.m. - 2:34 p.m.). Cell phone use is not allowed during the school day. Our goal at Kensington Creative and Performing Arts High School is to reduce all outside distractions so students can make the most of their instructional time. If there is an emergency and you need to contact your student, please call the school at 215-400-7400. Students can also ask to contact you through the main office. **Remember, students using their phones during the school day—for any reason, including parent/guardian contact—may face disciplinary action, as they are expected to keep their phones secured in Yondr pouches.**

RESTROOM POLICIES

- Students **must** have an official bathroom pass to use the bathroom.
- Students are not permitted to use the bathroom during the first and last 15 minutes of class. This ensures that students do not miss key information at the beginning or end of instruction.
- Students are encouraged to use the bathroom during class transitions to ensure valuable information isn't missed during instructional time.
- Only **one** student can leave the classroom at a time to use the bathroom.

CAFETERIA POLICIES

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

- You can find the student breakfast and lunch menu [here](#).
- Students are required to scan in on the attendance kiosk when entering the cafeteria.
- 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 are escorted by a 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.

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.

Be advised 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 or the Administration. Students must present a call slip to their teacher. Students who leave class for extended periods or leave without permission are subject to disciplinary action.

PLEASE NOTE:

- Students who misuse their time out of class, including excessive time in the bathroom, will be assigned an after-school reflection.
- Students must provide hall passes upon staff request when outside of their class.

ELECTRONICS and CELL PHONE POLICY updates made as of 1/2026 are highlighted in yellow

- KCAPA HAS A NO CELL PHONE POLICY. CELL PHONES ARE **NOT PERMITTED** UNLESS THEY ARE **IN A YONDR POUCH**. WE WILL NOT HOLD CELL PHONES OR OTHER PROHIBITED ELECTRONIC DEVICES FOR STUDENTS.
 - If a phone is found **outside its pouch**, it will be confiscated and can only be retrieved by the parent or legal guardian. Phone pickup by parents or guardians only occurs between 9:00 am - 9:30 am and 2:15 pm - 2:30 pm.
 - One cell phone per pouch. No exceptions.

- Earbuds must go in the Yondr Pouch alongside the cell phone.
- Student cell phones must remain turned off and in the Yondr Pouch throughout the day. Failure to do so will result in a loss of the Yondr Pouch privilege.
- Yondr Pouches are available for purchase for \$30 each. Students are also responsible for bringing their pouches to and from school daily. Loaner Yondr pouches are not available. Students are not permitted to share Yondr pouches with anyone, including relatives.
- Upon entry, each student's Yondr pouch will be checked for tampering and confiscated if it is unable to close properly. No exceptions will be made. A replacement pouch will need to be purchased.
- Per the School District of Philadelphia policy, other electronic devices (i.e., personal laptops, tablets, etc.) are **not permitted**.

Kensington CAPA HS and the School District of Philadelphia are not responsible for lost, stolen, or damaged electronic devices.

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 but are discouraged.
- 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. - 7:25 a.m.). Cash only.
- School ID, worn 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.**
 - If a card is lost, stolen, or damaged, replacement cards must be purchased 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 and are not permitted by District policy.

OUTERWEAR

All outerwear must be removed and put through the scan station each morning.

Students may wear KCAPA logoed hoodies, pullovers, and sweaters while inside the building.

Outerwear, such as jackets, may be stored in the student's locker, which is available to rent for \$5.00, or they must be left in the vestibule area. K-CAPA staff or the Philadelphia School District are not responsible for lost, stolen, or damaged outerwear.

DISCIPLINARY POLICIES

STUDENT CODE OF CONDUCT

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

AFTER-SCHOOL REFLECTION

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. After-school reflection serves as a logical consequence for students to reflect on poor choices, complete restorative practice assignments, and share best practices with peers. Reflection time is held after school from 2:34 p.m. to 3:00 p.m. in the classroom of the teacher issuing the time or the school auditorium. Please note that **ALL** KCAPA faculty and staff members can assign a student an After School Reflection time. We encourage our students to be responsible and amend their actions by completing reflection time to prevent any escalation of our disciplinary track. Students who fail to report to reflection 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. Students may not participate in any school programs, athletic events, extracurricular activities, or trips while serving a suspension.

On the reinstatement day, students **must** bring in their parent/legal guardian of record for meetings with the appropriate Administrator/Climate Team Member.

Students on suspension found on school grounds or in the school building (during or after school) and not accompanied by a parent or legal guardian are subject to arrest for trespassing.

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. **Students who appear to be under the influence of drugs or alcohol, including marijuana, will be seen by the nurse, and appropriate next steps will be taken.**

SMOKING/VAPING POLICY

By state law and District 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.

STUDENT ATTENDANCE

ADVISORY

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

Students are required to complete the Check and Reflect protocol once a month in an 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

Regular attendance is critical for student success. To avoid chronic absenteeism and the risk of dropping out, all students must be present for **at least 90%** of school days.

Here's what you need to know about absences:

- **Reporting an Absence:** If your child is sick or has another unavoidable reason for being absent, you must submit a written note within **three school days** of their return.
- **Excused vs. Unexcused:** An absence is considered **unexcused** if a note is not submitted on time or if the reason is invalid (e.g., family vacation, oversleeping, caring for a sick family member, babysitting, etc.).
 - **Definitions**
 - 3+ Unexcused Absences = Truant
 - 6+ unexcused Absences = Habitually Truant (**truancy court referral process begins**)
 - 10+ Unexcused Absences = Chronically truant
 -

- **Make-Up Work:** Students have **three school days** to complete any make-up work for an excused absence.
- **Class Attendance:** Students must attend every class. Cutting class will result in disciplinary consequences.

You can find the School District of Philadelphia's full attendance policy [here].

For questions about your student's attendance, please contact:

- **Ms. Davis**, Attendance Designee: ldavis@philasd.org
- **Ms. Simonds**, Grades 9-10 Counselor: dsimonds@philasd.org
- **Ms. Guerrier**, Grades 11-12 Counselor: mguerrier@philasd.org

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

Students who are absent from school - for any reason - are not permitted to participate in after school activities, athletic events, or programs. There are no exceptions to this rule.

ATTENDANCE PROTOCOL: QUICK REFERENCE

Under Pennsylvania law, all students between six (6) and eighteen (18) must attend school daily. Once a student is enrolled in school they are subject to this law until age 18.

Definitions

- 3+ Unexcused Absences = Truant
- 6+ unexcused Absences = Habitually Truant (**truancy court referral process begins**)
- 10+ Unexcused Absences = Chronically truant



Half Day

- **True Middle Schools (serving grades 6-8 only) and High Schools:** Students are not marked as half-day absent. Students are coded accordingly per class/instructional period.

Lateness/Tardy (Late days do NOT count as absences)

- **True Middle Schools and High Schools:** When a student arrives late, does not scan in, and goes directly to the classroom, the teacher will mark the student tardy for the class/instructional period.

If the student has a written excuse note from a licensed healthcare provider, it will count as an excused lateness.

Early Dismissal (Early Dismissals do NOT count as absences)

- A student who leaves school at any other time during the day, outside the parameters set in the half-day absence/lateness procedure, will be marked with an unexcused early dismissal.*

**If the student has a written excuse note from a licensed healthcare provider, they will be marked as excused early dismissal. The note must be turned in within 24 hours of the student leaving school for*

it to be excused.

Parental Notice of Absence (Written Note)

- Provide written excuse notes to the school within ***three (3) days*** of the student's return to school from an absence.
 - Contact the child's school to verify ways excuse notes may be submitted.
 - Excuse notes must be given to the school within ***three (3) days*** of the student's return. If the note is not submitted to the school within the required time frame, the day(s) may not be excused.
 - Excuse notes must include a valid telephone number or other means of contact for verification purposes.
- All absences resulting in three (3) or more consecutive days due to illness will require a written excuse note by a licensed healthcare provider. *An excuse note from a healthcare provider may also be submitted in lieu of a parent note for any absence.*
- For all absences and those that do not total three (3) consecutive days, parents may submit a written excuse note stating the reason for the absence.
- When a student has been absent due to illness, excused with a parent note, totaling eight (8) days (cumulative), all subsequent absences may require a written excuse note from a licensed healthcare provider.

SCHOOL PROPERTY

All books, equipment, Chromebooks, chargers, and other items issued to students remain the property of the Philadelphia School District. Students are expected to keep these items in good working condition. Should any of these items become lost, damaged, or stolen, the Administration should be notified immediately. Replacement costs may apply.

TEXTBOOK / SCHOOL-ISSUED ITEMS

The School District of Philadelphia Policy #224 on textbooks states that *each student has the responsibility for the proper care of school property/school textbooks, supplies, and equipment entrusted to their 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)/items
- Withholding of a report card

- loss of privileges such as participation in sports, extracurricular activities, dances, other special events, and commencement exercises

STUDENT SAFETY

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 pass a metal detector scan. Bags and parcels will also be searched. Please be advised that student vehicles parked on school property are subject to search.

All visitors are required to present their identification card or driver's license when visiting the school.

SENIOR CLASS INFORMATION

For general information regarding the Class of 2026, including prom and graduation dates, click [here](#).

SENIOR DUES

Senior dues cover the cost of the student's cap, gown, senior pin, diploma, diploma cover, honors cords, stoles, the cost of the graduation ceremony, senior awards, yearbook, etc.

Student dues must be paid to participate in the **prom** and the **graduation ceremony**.

By School District policy, participation in proms and graduation ceremonies is a privilege that may be withheld by administration per the Student Code of Conduct or attendance.

Student dues must be paid in full by the last school day in December 2025.

Class of 2026 student dues are \$250.

GRADUATION REQUIREMENTS

Credits:

- A minimum of 23.5 credits is required for graduation and must encompass specific categories.

Credits must be earned as follows:

- 4 credits in English
- 3 credits in Mathematics
- 3 credits in Science
- 1 additional credit in a Math/Science
- 4 credits in Social Studies (one of which must be African American History)
- 2 credits in World Language
- 2 credits in Arts/Humanities

- .5 credits in Health
- 1 credit in Physical Education
- 4 credits in Electives

Act 158 (Graduation Pathway)

- Attainment of One [Act 158 Graduation Pathway](#)

Senior Project:

- Successful completion of a written research paper ***and*** presentation of research.

SENIOR CLASS EVENTS

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

This means:

- Students must have **zero** out-of-school suspensions during their senior year. Any suspension will result in a loss of senior privileges.
- Students must be in good academic and behavioral standing to attend any senior event.
- Students must be up-to-date on their senior dues.
- Students must have a passing grade in each class.

To participate in graduation exercises, students must fulfill all of the above requirements. Only students who have satisfied all graduation criteria will be allowed to take part in the commencement ceremonies.

ACADEMICS AND STUDENT ACHIEVEMENT

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.

9th GRADE ACADEMY

The 9th Grade Academy is led by AP Nichole Boyd (niboyd@philasd.org). The academy style was established to help with the important and sometimes difficult transition from middle to high school. In order to matriculate to 10th grade, all 9th-grade students must be ON TRACK, passing their four core subjects plus one more (Algebra 1, ELA, Environmental Science, and World History). Students who fall off track during certain points of the school year are not eligible to attend 9th-grade events. If a student is OFF TRACK at the end of their 9th-grade year, they are required to attend summer school. 9th-grade students will adhere to the Student Code of Conduct.

Parent Portal

The Parent Portal is an online portal for students and families to view a student's academic profile. Here, you can find grades, attendance records, discipline reports, credits, fees, and test scores for exams like the Keystone and SAT. The SIS also contains information on colleges and universities, as well as the credentials needed for admission.

To access the Parent Portal, please follow the steps found [here](#).

We encourage students and parents to check these profiles regularly. This helps you track a student's academic progress and address potential issues with grades, finances, behavior, or attendance before they become a problem.

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 they have earned, not their years in school.

Students who do not have enough credits to be promoted to the next grade **will remain classified in their current grade until they recover the missing credits.**

The District offers several opportunities to recover credits, including Saturday School (Saturdays from early December to late May), Summer School, and Credit Recovery. Please contact your student's 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	A
B: 80 – 89	B
C: 70 – 79	C
D: 60 – 69	D - minimum passing grade.
F: 0 - 59	F - 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 their progress during the semester.

Parents/legal guardians can monitor their student's academic progress via the 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

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.

GRADING SCALE

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

Alpha	Num.	GPA	Alpha	Num.	GPA	Alpha	Num.	GPA
A+	100-97	4.0	A	96-93	4.0	A-	92-90	3.7
B+	89-87	3.3	B	86-83	3.0	B-	82-80	2.7

C+	79-77	2.3	C	76-73	2.0	C-	72-70	1.7
D+	69-67	1.3	D	66-63	1.0	D-	62-60	0.7
			F	59-50	0.0			

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

- The student was enrolled for **less than 15 days** during the term
- The student was on extended medical leave (medical 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.

HONOR ROLL

Distinguished Honors	All A's in every subject
Meritorious Honors	All A's and B's in every subject
Honorable Mention	All A's and B's, with the exception of one C

INTERIM REPORTS

Interim reports are a snapshot of how a student is progressing in school. Interim reports can be found by logging into SIS. Parents/legal guardians should check their student's interim grades during each interim report period.

For the 2025-2026 School Year, interim reports are viewable by parents/guardians on the dates listed below.

- **Term 1 Interims:** September 30, 2025
- **Term 2 Interims:** December 11, 2025
- **Term 3 Interims:** February 19, 2026
- **Term 4 Interims:** May 5, 2026

GRADUATION REQUIREMENTS

Credits:

- A minimum of 23.5 credits is required for graduation and must encompass specific categories.

Credits must be earned as follows:

- 4 credits in English
- 3 credits in Mathematics

- 3 credits in Science
- 1 additional credit in a Math/Science
- 4 credits in Social Studies (one of which must be African American History)
- 2 credits in World Language
- 2 credits in Arts/Humanities
- .5 credits in Health
- 1 credit in Physical Education
- 4 credits in Electives

Act 158 (Graduation Pathway)

- Attainment of One [Act 158 Graduation Pathway](#)

Senior Project:

- Successful completion of a written research paper ***and*** presentation of research.

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.

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 needs 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.

FLEXIBLE INSTRUCTION DAY (FORMERLY VIRTUAL DAY)

Student Responsibilities
The Flexible Instruction Day (FID) is used when in-person instruction is not possible (for example, during a snow day). To minimize the impact on your learning, the FID continues your in-school learning to the greatest extent possible.
<p>The School Day Before the announced FID:</p> <ul style="list-style-type: none"> - In school, review with your teacher the expectations for the day: <ul style="list-style-type: none"> - Attendance procedures - Expectations for engagement <ul style="list-style-type: none"> - Teachers will remain online and available to assist you with your work. - If you do not have a Chromebook or other device, you will receive

paper copies of the work if you are in school on the day before the FID is announced. You must turn in the completed paper assignment for credit.

- Teachers will meet with students who do not have a device at home to make sure that the student is clear on the directions, purpose, and importance of the work to be done at home.
- Assignment(s) and grades for assignments
- How to log into Google Meet
- Students will log in to the synchronous portion of the class.
- Students will work asynchronously during the asynchronous portion of the class.

During the FID:

- Students will log in and engage with instruction. You must log in **and** remain in the class to be marked present.
- Students will work asynchronously on their assigned work, logging into the teacher's Google Meet link if assistance is needed
- Students will submit their asynchronous work electronically before logging off for the day (paper copies can be submitted upon return to in-person instruction).
- Students without a Chromebook should complete assigned asynchronous work **and** review materials from class.

After the FID

- Students will turn in paper copies of their asynchronous assignment (if used) and will continue with their planned instruction inside the classroom.
- Students will discuss any difficulties experienced during FID and determine a solution (if possible) to eliminate barriers to future FID difficulties.

ENTERING THE BUILDING

ENTRANCE - STUDENTS

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

ENTRANCE - VISITORS

The School District of Philadelphia has implemented the Visitor Management System (VMS), an electronic check-in and check-out system for all non-district visitors. Visitors must provide a current driver's license or state ID.

Parents/legal guardians are encouraged to visit KCAPA High School by appointment with the main office. All visitors must report to the front desk at the Front and Montgomery Ave. entrance to sign in before proceeding to the main office.

TRANSPORTATION

PUBLIC TRANSPORTATION

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

STUDENT FARE CARDS (SEPTA Cards)

If your student takes SEPTA to and from school, they will need a **Student Fare Card**.

Students who live at least 1.5 walking miles from 1901 N. Front Street are eligible for a free Fare Card. They can ride SEPTA for free on the first day of school, August 25, 2025, and will receive their Fare Card when they arrive.

Important Details:

- The Fare Card is only active on school days from **5:30 a.m. to 8:00 p.m.**
- It allows for a maximum of **8 taps per day**. (A "tap" is how SEPTA records a ride).
- The card will **not** work on weekends, national holidays, or when school is not in session.

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. Dr. Erin Feerick (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 Dr. Erin Feerick (erinsmith@philasd.org) regarding information or problems.

STUDENT DRIVERS

Student parking in the KCAPA parking lot is a privilege, not a right, and can be revoked at any time. Students who are found smoking/vaping and/or engaged in inappropriate behavior of any kind will lose their parking privileges for the remainder of their time at KCAPA.

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 that students may park in the Palmer Street parking lot **only**.

To receive a parking pass, students must present their driver's license, proof of registration, and proof of insurance. All documents must be current.

Cars without a visible parking pass will be towed at the owner's expense.

Students are **not permitted to** leave the building to retrieve items from their vehicles. Students who do so will lose their parking privileges.

Note: All 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. We also utilize our social media platforms to keep our school community informed of impending closures/delays. Parents should listen to this information 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 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 (except 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 their class reunification spot. 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 being instructed by the principal or their designee to do so 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 compromises the safety of the entire school. Students who tamper with fire alarms or initiate false alarms will be subject to disciplinary action, including 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 must contact the main office at 215-400-7400 and speak to the school secretary. KCAPA HS parents 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 8 am will turn over their electronic devices and receive a late reflection from 2:34-3:00 on the same day.
7. Students arriving after 9 am must be accompanied by a parent/guardian.

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. If a catastrophic event occurs 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

KCAPA offers a variety of extracurricular activities. All students and staff are encouraged to attend the many events at KCAPA and other sites. Students are invited to participate in as many activities as their interests and time allow. Notices about programs are announced daily. 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.

Failure to comply with the Student Code of Conduct and KCAPA Student Handbook may result in loss of participation in extracurricular activities.

SOCIAL ACTIVITIES

Kensington CAPA High School offers numerous social activities for students. 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. All students attending functions must present a valid school ID. Outside guests must have ID and must receive prior approval to attend by their grade-level administrator.

ATHLETICS

Kensington CAPA High School offers a range of varsity and junior varsity sports teams for both girls and boys. Please contact the Athletic Director, Mr. Isaacs (gdisaacs@philasd.org), if you're interested in participating in the 2025-2026 athletic seasons. Any athlete who violates the Code of Conduct within a school year will be subject to progressive discipline. At the onset of the second violation, the athlete will be removed from all teams. Students absent for more than half 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 must turn in any missed work, including projects and tests. This work will be graded without penalty if assigned on game day. Missed work must be turned in during the next class period. The student is responsible for seeking out missing work and arranging time to complete missed assessments. The teacher is responsible for providing students with an opportunity to complete missing work.

SAFE USE OF SPORTS EQUIPMENT

Sports equipment (gloves, balls, rackets, etc.) must be securely stored in a student's locker. For safety purposes, students are not permitted to 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 the Kensington CAPA HS Climate Team. KCAPA staff are not responsible for lost, stolen, or damaged sports equipment.

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 to experience continued personal and academic growth, both inside and outside of the school setting. The counseling program is interested in assisting students in developing decision-making and problem-solving skills while also helping them recognize their responsibility and role in their success. Our efforts are collaborative and involve the school's community, the family, and community partners while aligning 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 breakfast and 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.
Please note, breakfast is served from 7 a.m. - 7:25 a.m. **only**.
2. Students may use the lunchroom **ONLY** during their rostered lunch periods. 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 nor may it be brought up by a parent/guardian. Please ensure that your student comes to school with their lunch each morning.

HEALTH SERVICES

The nurse carries out extensive medical health programming mandated by the School District, including vision and hearing tests, physical examinations, monitoring immunization programs, and maintaining 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 pick up the student from school and follow through with appropriate care at home. Please do not send your students to school if they are ill. The nurse will not be able to meet their medical needs.

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

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 Pennsylvania State Law requires, any person under 18 years of age desiring a job must obtain working papers. Working papers can be issued by Assistant Principal Keiper. Students must present a completed application, including a parent/guardian's signature. Applications are available in the main office.

Working papers will only be issued on Thursdays after school in the IMC. Please ensure that your application is complete.

LOST AND FOUND

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