

# Frankford High School

## Aviation Academy

2018-2019

## Student & Parent Handbook

*“Frankford High School will be a collaborative setting engaging all stakeholders in an inspirational and respectful learning environment that prepares students to be productive global citizens.”*



Dr. William Hite, Jr.  
Superintendent of Schools

Dr. Shawn Bird  
Chief of Schools

Dr. Dion Betts  
*Assistant Superintendent, Network 8*

Dr. Michael J. Calderone  
*Principal*

Mr. John Cameron  
*Climate Manager*

Ms. Patricia McDermott-Fair  
*Assistant Principal*

Ms. Betsaida Ortiz  
*Assistant Principal*

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## **PRINCIPAL'S MESSAGE**

Dear Parents and Guardians of Frankford High School Students:

Welcome back to the 2018-2019 school year! I hope that this letter finds you well and that you have all been enjoying your summer thus far. In addition to welcoming everyone "back to school", I want to provide you with some important information regarding the upcoming school year.

Our **9<sup>th</sup> grade orientation** will take place on **Thursday, August 23, 2018** beginning at 9:00 AM. While orientation is not mandatory it is highly suggested that both parents and students attend. Please enter through the Main Entrance on the Oxford Avenue side of the building. There will be a brief presentation in the Auditorium, followed by a tour of the school. Students will also have the opportunity to meet with coaches and club sponsors to begin getting involved right away. Finally, there will be an opportunity to purchase optional school merchandise and to have their ID pictures taken prior to the first day of school, making their first day much easier.

**The first day of school for all students is Monday, August 27, 2018.**

The regular school day begins at 8:00 AM and dismisses at 3:04 PM. Students who receive transpasses from SEPTA are responsible for getting to school on the first day themselves. They will receive their transpasses during their assigned lunch on August 27th to go home. Since transpasses are based on students' addresses, it is possible that students that just registered will not have one on the first day.

Please be mindful that all students are expected and required to attend school each day on time. Breakfast will be provided in the Lunchroom from 7:30 AM-7:55 AM only. It is imperative that you stress the importance of being in school and on time to your child.

I look forward to seeing you all at our **"Back to School Night" on Wednesday, September 12, 2018 at 5:00 PM** in the Auditorium. We have a great deal of information to share with you about some exciting new programs and offerings that we have for our students. There will also be a **special, mandatory session for parents of Seniors pertaining to graduation** events and requirements.

For more information you can visit Frankford High School on the web 24 hours per day at: [www.philasd.org/schools/frankford](http://www.philasd.org/schools/frankford) or Follow us on Social Media at:

Twitter: @FrankfordHS

Instagram: frankfordhs

Facebook: @FrankfordHighSchool

Respectfully Yours,

Dr. Michael J. Calderone, Principal

**ADMINISTRATIVE TEAM**

Principal	Dr. Calderone
Assistant Principal (9th Grade)	Ms. Ortiz
Assistant Principal (10 <sup>th</sup> -12 <sup>th</sup> Grade)	Ms. McDermott-Fair
Climate Manager	Mr. Cameron
Clinical Coordinator	Ms. Mallon

**SAFETY TEAM**

Dr. Calderone	Principal
Ms. Ortiz	Assistant Principal (9th Grade)
Ms. McDermott-Fair	Assistant Principal (10 <sup>th</sup> -12 <sup>th</sup>
Grade)	
Mr. Cameron	Climate Manager
Sgt. William Freiling	School Police Sergeant
Anthony Devlin	Building Engineer
Kelly Harvey	School Nurse
Sonia Velez	Lead Secretary
Michael Kennedy	Dean 9th Grade
Howard Griffith	Dean 10th Grade
Peter Gabriele	Dean 11th Grade
Ben Dubin	Athletic Director/12th Grade Dean
Melissa Dunne	Special Education Liaison

**CLIMATE TEAM**

Dr. Calderone	Principal
Ms. Ortiz	Assistant Principal (9th Grade)
Ms. McDermott-Fair Grade)	Assistant Principal (10 <sup>th</sup> -12 <sup>th</sup>
Mr. Cameron	Climate Manager
Sgt. William Freiling	School Police Sergeant
Sherri Van Guine	Counselor 9th
Simone Morris	Counselor 10th & 11th
Adam Bachman	Counselor Super Juniors and Seniors
Michael Kennedy	Dean 9th Grade
Howard Griffith	Dean 10th Grade
Peter Gabriele	Dean 11th Grade
Ben Dubin	Athletic Director/Dean 12th Grade
Melissa Dunne	Special Education Liaison
Cara Mallon	Clinical Coordinator

**INSTRUCTIONAL LEADERSHIP TEAM**

Principal	Dr. Calderone
Assistant Principal	Ms. McDermott-Fair
Assistant Principal	Ms. Ortiz
Special Education Liaison	Ms. Dunne
ELL/Testing Coordinator	Ms. Dowling
Director of Academic Affairs	Ms. Keyser
Asst. Director, Academic Affairs	Ms. Weldon
Aviation Program Manager	Ms. Namnun

**Content Coordinators**

Arts/TTL	Mr. Anderson
Health & Phys. Ed.	Mr. Dubin
World Language & CTE	Mrs. Cannuli
English	Ms. Johnson
Math	Ms. Burns
Science	Ms. Ashby
Social Studies	Ms. Namnun

## **FRANKFORD HISTORY**

*Celebrating 100 years in 2010, Frankford High School has a long and distinguished history in the School District of Philadelphia. It began in a farmhouse as an Annex to Central High School! Students were known as “Pioneers,” a name still used today.*

*The current building opened in 1916 with the stadium addition following in 1922. Expansion continued in 1954 with the addition of the gym, lunchroom extension in 1965 and the new wing in 1970.*

*Frankford is one of the oldest high schools in the city; its fabled past and many championship teams provide a constant source of pride and affection. November 2009 was the final game between Frankford and North Catholic High School (closed)-more than 10,000 people were in attendance.*

*Several staff members are Frankford alumni and provide a valuable link between Frankford HS past and our promising future.*

### **FRANKFORD HIGH SCHOOL: “FIGHT SONG”**

*Fight on for Frankford: Come on hit that line! (Go! Go! Go!)*

*Fight on for Frankford: Victory every time. (Rah!! Rah!! Rah!!)*

*All hail her colors, See them in the sky*

*Red, Blue, and Gold: We’re with You*

*Fight, Frankford High*

**School Mascot:** Pioneer

**School Motto:** “Home of Champions”

## FRANKFORD VISION AND MISSION

### **Vision**

*Frankford High School will be a collaborative setting engaging all stakeholders in an inspirational and respectful learning environment that prepares students to be productive global citizens.*

### **Mission**

*By providing all students a challenging learning environment that aligns with our Frankford High School's vision, we encourage high expectations for academic success, college and career readiness, and positive relationships between students and staff. Frankford High School promotes a safe, orderly, caring and supportive diverse environment.*



Half Day (3 Hour)



Half Day	PD											
Period	Start	End		Period	Start	End		Period	Start	End		
ADV	8:00	8:15		ADV	8:00 AM	8:15 AM		ADV	8:00 AM	8:15 AM		
1a/1b	8:18	9:03		1a/1b	8:18 AM	9:03 AM		1a/1b	8:18 AM	9:03 AM		
<b>LUNCH 2</b>	9:06	9:36		2-2/3	9:06 AM	9:51 AM		2-2/3	9:06 AM	9:51 AM		
2/3-3	9:39	10:24		<b>LUN 3</b>	9:54 AM	10:24 AM		3-3/4	9:54 AM	10:39 AM		
3/4-4	10:27	11:12		3/4-4	10:27 AM	11:12 AM		<b>LUN 4</b>	10:42 PM	11:12 PM		
4/5-5	11:15	12:00		4/5-5	11:15 AM	12:00 PM		4/5-5	11:15 PM	12:00 PM		

## Academic Calendar 2018-2019

Date	Activity
August 20, 2018	First Day for Staff
August 20 – 22, 2018	District-wide Professional Development
August 20 – 23, 2018	Kindergarten Parent/Teacher Interviews
August 23, 2018	<i>School-based Professional Development</i>
August 23, 2018	Ninth Grade Orientation
August 24, 2018	<i>Reorganization – Academic Year Preparation K-12</i>
August 27, 2018	First Day for Grades K-12 – <i>Student Attendance</i>
August 27, 2018	First Day for Head Start and Bright Futures – <i>Student Attendance</i>
August 31, 2018	<i>Professional Development Half Day – 3 Hour Early Dismissal</i>
September 3, 2018	Labor Day – <i>Schools Closed and Administrative Offices Closed</i>
September 10, 2018	Rosh Hashanah – <i>Schools Closed and Administrative Offices Closed</i>
September 19, 2018	Yom Kippur – <i>Schools Closed and Administrative Offices Closed</i>
September 21, 2018	<i>2019-2020 School Selection Process Begins</i>
October 2 – 4, 2018	Interim Reports

<b>October 5, 2018</b>	<i>Professional Development Half Day</i>  <i>– 3 Hour Early Dismissal</i>
<b>November 2, 2018</b>	<i>School Selection Process Ends</i>
<b>November 6, 2018</b>	<i>Election Day</i> <i>– Full Day Professional Development (Staff Only)</i>
<b>November 7 – 9, 2018</b>	<i>Report card conferences</i>
<b>November 12, 2018</b>	<i>Veterans' Day Observed</i> <i>– Schools Closed and Administrative Offices Closed</i>
<b>November 22 – 23, 2018</b>	<i>Thanksgiving Holiday</i> <i>– Schools Closed and Administrative Offices Closed</i>
<b>December 11 – 13, 2018</b>	<i>Interim Reports</i>
<b>December 24, 2018</b>	<i>Winter Recess</i> <i>– Schools Closed</i>
<b>December 25, 2018</b>	<i>Winter Recess</i> <i>– Schools Closed and Administrative Offices Closed</i>
<b>December 26 – 28, 2018</b>	<i>Winter Recess</i> <i>– Schools Closed</i>
<b>December 31, 2018</b>	<i>Winter Recess</i> <i>– Schools Closed and Administrative Offices Closed</i>
<b>January 1, 2019</b>	<i>New Year's Day</i> <i>– Schools Closed and Administrative Offices Closed</i>
<b>January 18, 2019</b>	<i>Professional Development Day</i> <i>– Staff Only</i>
<b>January 21, 2019</b>	<i>Dr. Martin Luther King Day</i> <i>– Schools Closed and Administrative Offices Closed</i>
<b>January 30 – February 1, 2019</b>	<i>Report Card Conferences</i>

<b>February 18, 2019</b>	<i>Presidents' Day – Schools Closed and Administrative Offices Closed</i>
<b>February 26 – 28, 2019</b>	<i>Interim Reports</i>
<b>March 1, 2019</b>	<i>Professional Development Half Day – 3 Hour Early Dismissal</i>
<b>April 3 – 5, 2019</b>	<i>Report Card Conferences</i>
<b>April 12, 2019</b>	<i>Professional Development Half Day – 3 Hour Early Dismissal</i>
<b>April 18, 2019</b>	<i>Spring Recess – Schools Closed</i>
<b>April 19, 2019</b>	<i>Good Friday – Schools Closed and Administrative Offices Closed</i>
<b>April 22, 2019</b>	<i>Spring Recess – Schools Closed</i>
<b>May 7 – 9, 2019</b>	<i>Interim Reports</i>
<b>May 14, 2019</b>	<i>Pennsylvania Primary Election Day (Tentative) – Schools Closed</i>
<b>May 27, 2019</b>	<i>Memorial Day – Schools Closed and Administrative Offices Closed</i>
<b>May 31, 2019</b>	<i>Graduation Window</i>
<b>June 3 – 4, 2019</b>	<i>Graduation Window</i>
<b>June 4, 2019</b>	<i>Last Day for Students</i>
<b>June 5, 2019</b>	<i>Last Day for Staff</i>

## **IMPORTANT REMINDER**

***PARENTS/GUARDIANS, PLEASE DO NOT CALL/TEXT STUDENTS' DURING INSTRUCTIONAL HOURS. OUR GOAL AT FRANKFORD HIGH SCHOOL IS TO DECREASE ALL OUTSIDE DISTRACTIONS SO YOUR CHILD CAN MAXIMIZE THEIR INSTRUCTIONAL TIME.***

## **ADDRESSES AND TELEPHONE NUMBERS**

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 guardians' names, parents' work phones and emergency contact name and phone number. It is the family's responsibility to inform the nurse, counselor or the attendance secretary in the main office of all changes as soon as they occur.

Parental or guardian contact and emergency telephone information is **extremely important for each student's well-being, especially for unexpected medical emergencies**. A medical emergency could be life-threatening.

## **ACADEMIC MISSION**

**The focus at Frankford HS is student learning**, the basis for future success. Therefore, 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 them with the individual teacher. Administrators, Counselors, and Deans are also available to address these issues. Students experiencing barriers to the educational process may get assistance through the Multi-Tiered System of Support (MTSS) process. Individual teachers for students who are not making academic progress in specific subjects initiate this process.

## **ADVISORY**

**Attending Advisory is mandatory-** This year a number of activities will be handled ONLY through Advisory.

***Students who do not attend advisory but appear in other classes will be reported as cutting school for the day unless they obtain a late slip. Repeated cutting will result in disciplinary consequences.*** Chronic absence will be referred for the appropriate action. School District policy does not allow students to make up work missed due to truancy. Make-up work for an excused absence should be completed within three (3) school days after the absence. It is important that you use the Student Information System (SIS) and **StudentNet** to check your attendance for accuracy.

## **ANNOUNCEMENTS**

Announcements are made daily in the morning during advisory and again at the end of the day just prior to dismissal. All students are expected to stop what they are doing anytime the Public Address (PA) System sounds as it is only utilized to share important and timely information, including lockdowns and shelter-in-place emergency transmissions.

## **ARMY JUNIOR ROTC**

The Army JROTC program strives to build better citizens through training in military discipline, leadership, drill, and service activities at school and in the community. Students take classes in aerospace history, flight and space exploration. Completion of the three-year program earns advanced pay grade for graduates who choose to enter military service. Freshmen may take ROTC for science credit. Students should see Sgt. Fraioli to join the ROTC in RM#331.

## **ATHLETICS**

“Home of Champions,” a nod to its longstanding tradition of fielding strong sports teams, Frankford High School offers up to 18 varsity and junior varsity sports teams for both girls and boys. Please contact Athletic Director Mr. Dublin, if you’re interested in participating in the 2018-2019 athletic seasons.

## **ATTENDANCE AND TRUANCY**

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. As such, Frankford High School, makes student attendance a priority. Specifically, it is the school’s goal that all students attend school at least 95% of school days or more. In order to reach this mark, student can have no more than 9 absences over the course of the year. A copy of the School District of Philadelphia’s Attendance policy can be found by clicking [here](#).

Parents *must submit* an absence note to the school *within three days* of the children’s unexcused absence. Please click [here](#) for a link to the absence note template. For your convenience, absence notes may be delivered to the Welcome Center or to the Main Office. After 3 days, the School Principal/Designee will make a determination if the note will be accepted.

Pursuant to SDP’s attendance policy, all illnesses resulting in a total of 3 or more consecutive days absent require a doctor’s note. For absences due to illness that do not total 3 consecutive days, parents may submit a note stating the

illness. When a student has been absent due to illness and excused with a parent note more than 8 times (cumulative), a doctor's note must be provided to the school to excuse the 9th or more absence due to illness.

Any student coming to school at 10:00 AM or after and/or leaving school at 1:00 PM or before without an excuse note pursuant to the SDP attendance policy may be coded as half day unexcused. Two half day unexcused absences will add up to 1 full day of an unexcused absence.

## **BATHROOM POLICIES**

- Students ***must*** have a designated bathroom pass to use the restroom.
- Students are ***not*** permitted to use the bathroom during the first & last 15 minutes of class.
- Only ***one*** student is permitted to leave the classroom at a time to use the restroom.
- Bathroom usage during transitions is ***PROHIBITED*** and all restrooms will be locked during transitions.

## **CAFETERIA POLICIES**

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

- Students will transition to the cafeteria down stairway 4 only (students will be denied access to the cafeteria at other entry points unless approved by a Climate Team Member).
- Students will enter the cafeteria through Cafeteria B.
  - Loitering in the main entrance and/or throughout the school during ***ALL*** lunch periods is prohibited, and students who choose to not adhere to this expectation will be subjected to logical consequence per the Climate Team.
- Once in the cafeteria all students will take a seat in the cafeteria area (i.e., Café A, B, C) of their choice and wait for the Climate Team instructions.
  - Students may not sit on top of tables.
- Students will be called to line-up by cafeteria area and by section in each area.
- Students are only permitted to leave their seat for: lining up to get their lunch or when they are directed to retrieve their transpass, using the restroom and/or performing student leadership tasks for the school or climate team.
- The Dean and/or Climate Member will send students to the line in an orderly fashion to retrieve their lunch to reduce the crowding in lines.
- Student leaders designated by the Dean and/or Climate Member will collect trash in each designated Cafeteria Area.
- Bathrooms will close 10 minutes prior to dismissal from the cafeteria.
- The Climate Team will dismiss students by cafeteria area and ***ALL*** students will exit the cafeteria through café A towards stairway 1. Students returning to class from the lunchroom must go up Starway 1 directly to the floor where their class is located. Students that have class on the ground floor or basement will be given stickers to place on their IDs identifying their class is on those floors.

## **CODE OF STUDENT CONDUCT**

Frankford High School staff are responsible to work with all school community members in implementing the School District of Philadelphia's [2018-2019 Student Code of Conduct](#) (click on link for the document). The Spanish version can be found by clicking this [link](#). The Code of Conduct includes all expectations, policies and procedures for student behavior.

## **COUNSELING AND GUIDANCE SERVICES**

The School Counseling Program is designed to assist and support students in their education and preparedness for college and career success. More specifically, counselors help students understand, cope and deal with personal, social, and behavioral problems. Counselors provide special services, including crisis intervention, drug and alcohol prevention and services to homeless, displaced and unaccompanied youth.

Counselors are leaders in assisting students with course selection, student net/individual learning programs (ILPs) and transcript evaluation. Counselors are the primary school resource for implementing a comprehensive college and career-planning program. This component of the school-counseling program ensures that all students have access to college and career awareness, planning, and opportunities.

Counselors consult and collaborate with parents, teachers, administrators, school psychologists, social workers, college representatives, etc. to help individual students succeed.

**Mr. Adam Bachman – (12<sup>th</sup> Grade and Super Juniors)**

**Ms. Sherri Van Guine (9<sup>th</sup> Grade)**

**Ms. Simone Morris (10<sup>th</sup> & 11<sup>th</sup> Grades)**

*Please Note: Always check your credits to make sure you are on grade level.*

## **DETENTION**

At Frankford HS, we are committed to building student mindset by creating a progressive school culture, modeling restorative practices, teaching social and emotional programming, 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 3:05 PM - 3:35 PM in the classroom of the teacher issuing the detention. Please note that **ALL** Frankford Faculty and Staff members can assign a student a detention. Parental contact will be made for all assigned detentions. Students who fail to report to Detention will be subjected to additional disciplinary action

## **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 Code of Student 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.

## **EARLY DISMISSAL/DELAYED ARRIVALS**

1. Students are expected to remain in school for the entire scheduled school day.
2. All medical appointments should NOT be scheduled during school hours but after school
3. Students who request frequent early dismissals may place themselves in academic jeopardy
4. Any parent or guardian requesting an early dismissal for a Frankford HS student must pick 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/guardian)
6. Students must arrive no later than 10:00AM or student will be marked for a half day.

## **ELECTRONICS POLICY**

Students are permitted to bring the following electronic devices to school: cell phone, iPod, iPad, and laptops. All electronic devices must be stored in a concealed location (e.g., locker), if a student chooses not to store the accepted items in their locker, it is the student's responsibility to keep these items concealed during instruction hours (e.g. classrooms, hallways, stairways, and restrooms.) Students are only permitted to use their electronic devices during morning entry in the lunchroom until first bell and in the cafeteria during lunchtime. Students are only permitted to use electronic devices during class time if the teacher receives administrative approval. Students should not have earbuds or headphones on in the Hallways in case of an emergency message being communicated over the PA System.

Students are **NOT** permitted to bring any of the following electronic devices to school: laser pointers, electronic gaming devices and/or other devices not listed on the permitted list above. Students who choose to bring these prohibited electronic devices to school will have them confiscated. Students who repeatedly violate this rule will be subject to disciplinary actions.

Frankford HS understands the importance of students having certain electronic devices (e.g. cell phones) and it is the student's responsibility to keep **ALL** permitted electronic devices secure and concealed during school hours (in prohibited spaces and permitted spaces.) Frankford HS is NOT be responsible for any lost, stolen or damaged electronics.

## **EMERGENCY CLOSING OF SCHOOL**

Weather-related school closings are announced over the radio and television news channels and are available on the district website. Parents should listen for this information both before and during school hours whenever severe weather conditions threaten the region. If, for any other emergency, school must be closed during the school day, the school administration will make the announcement. It is extremely important to have current, working parental/guardian telephone numbers so that our electronic telephone messenger may contact parents/guardians.

## **ENTRANCE (STUDENTS AND VISITORS)**

All students are to enter the building **through Oakland Street ONLY**. The Oakland Street entrance is the only entrance used by guests, visitors, and students coming to school or accompanied with a parent/guardian, and those students choosing not to have breakfast. Any student entering the building through any other entrance will be subjected to various natural consequences including arrest and/or suspension.

## **EVACUATION DRILLS AND EMERGENCIES**

1. Every room has a fire evacuation chart posted.
2. The fire alarm system alerts students and staff.
3. If an evacuation is necessary, verbal instructions will be given over the public address system.
5. Students must obey their teachers' directions and proceed quickly and quietly to safety outside the building.
6. 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 designee by sounding the school's bell system.

7. **Any student setting off a false alarm on the fire alarm system or tampering with fire protection equipment will be arrested and suspended.**

8. A student who witnesses any such inappropriate behavior should go directly to a school police officer, dean, or a member of the administration.

## **EXTRACURRICULAR ACTIVITIES**

Frankford offers a variety of extracurricular activities. All students and staff are encouraged to attend the many events scheduled at Frankford 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 extra-curricular activities may be found on the school website.

### **FKD 3**

The FKD3 stands for Focused, Knowledgeable and Determined. These three 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 three characteristics they are able to learn in a safe and productive environment.

## **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 is free for ALL students every day**

1. Breakfast is available for all students from 7:30 a.m. until 7:55 a.m. daily. It is important for parents and students to know that extensive research has repeatedly shown that students who eat breakfast perform better in their classes than students who do not eat breakfast. Therefore, we encourage all students to eat breakfast at Frankford High School. Students are required to remove any and all trash they have generated. We expect students to respect the school environments, particularly the school lunchroom.
2. Students may use the lunchroom during their rostered lunch periods, ONLY. Lunch may be brought from home or purchased in the cafeteria. Both hot and cold lunches are available in the cafeteria. A weekly menu is available to help plan your choice of meals. **Students may not leave the school grounds to buy lunch and are not permitted outside during lunch. Students are not permitted to have food delivered to the school from an outside establishment. Disciplinary action will be taken against violators.**

## **G.E.A.R UP**

### **(Gaining Early Awareness and Readiness for Undergraduate Programs)**

This Frankford program is designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education. **GEAR UP** provides early intervention services to high schools and is designed to increase college attendance and success and raise the expectations of students. **GEAR UP** mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

## **GRADE or CLASS STANDING**

Grade or Class standing is based on the amount of credits that a student has accumulated.

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

\*Super Junior- Super Junior is a term given to students that are still considered Juniors based on credit attainment but that could possibly graduate at the end of academic year if they successfully pass all of their currently rostered classes and take and pass credit recovery during the year.

## **GRADE POINT AVERAGE (GPA) CALCULATION**

A new GPA calculation is being phased in with the class of 2022. The following GPA 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.

**Note: GPA Calculation continuation can be accessed on our Frankford HS website**

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.

Grades are not cumulative from one marking period to the next. Each of the four marking periods is averaged for a final grade at the end of the year. Students and parents will know the basis of each teacher’s marking system; there should be “no surprises” at report card time. Students should be encouraged to keep a record of his or her progress during the semester (in addition to the teacher’s grade book. All teacher grade books will be updated every two weeks.

## **GRADING POLICY**

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

Component	Weight
-----------	--------

Test	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 gradebook in Infinite Campus, the Student Information System. It is suggested that students receive written feedback in each course at least twice weekly - teachers would thusly 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 subjects areas:

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

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

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

Incomplete grades must be corrected prior to 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 a 60 will receive a failing grade on their report card and will not earn credit for the course.

## **GRADUATION REQUIREMENTS (2019)**

A total of 23.5 credits are required for graduation:

### **They 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

*In order for students to be eligible to participate in the **Senior activities** (Prom, Luncheon, trip, etc.) students may not have accrued any more than 9 absences, 9 incidents of lateness to school., or have been coded as cutting class more than 5 times.*

## **HALL PASS POLICY**

At Frankford HS, we believe that students must be in class to be successful. There are only three reasons why a student may leave class with a hall pass: bathroom visits, to visit the guidance counselor/climate team office, or an emergency visit to the main office/nurse's office (i.e. sick, call home, etc.). All other business (visiting coaches, turning in money or forms, picking up forms, turning in work to another teacher) must be conducted outside of class time. Students may not use or ask to use a hall pass and/or bathroom pass during the first and last 15 minutes of class and/or any instructional segment per the teacher's discretion. **PLEASE NOTE THAT :**

- Students who exceed a 10-minutes in the bathroom will receive logical consequences.
- Students who abuse/overuse the bathroom and non-bathroom hall passes will receive logical consequences.

## **HEALTH SERVICES**

The nurse is available in the Health Room #132 for medical emergencies. Students who experience minor discomfort are to obtain a pass from their classroom teacher and report immediately to the Health Suite during those times designated for visitation. Unless it is an emergency, a student will be asked to return to their classroom.

A student who is deemed too ill to remain in school may be dismissed by the nurse and a parent/guardian must pick the student up from school following the early release procedure. Only adults identified as emergency contacts in the 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. 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.

## **HONOR ROLL**

Distinguished Honors:

- All As in every subject

Meritorious Honors:

- All As & Bs in every subject

Honorable Mention:

- All As & Bs with the exception of one C

*Students who make the honor roll will be invited to the Pioneer Breakfast at the end of each marking period (quarters 1-3).*

## **INSURANCE (STUDENT ACCIDENT INSURANCE)**

The School District does not have accident insurance. If students, particularly athletes, want to be covered, they should purchase the student insurance offered at the beginning of the school year using the forms distributed in their advisories or by their coaches.

## **LOST AND FOUND**

Please check with the Deans and/or School Police for lost items.

## **MENTALLY GIFTED ENRICHMENT PROGRAM**

Gifted students complete the required curriculum, electives, and are eligible for Honors and A.P. courses. In addition, gifted students participate in enriching educational programs at area cultural and educational institutions (Students should see the Director of Academic Affairs).

## **MTSS (MULTI-TIERED SYSTEM OF SUPPORTS)**

MTSS is an early intervening support process where the goal is 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 children can learn. In Pennsylvania, MTSS carries dual meaning: first, it is a comprehensive, multi--tiered, standards-aligned strategy to enable early identification and intervention for students at academic or behavioral risk. Second, MTSS is an alternative to the aptitude-achievement discrepancy model for the identification of students. This strategy allows education professionals to identify and address academic and behavioral difficulties prior to student failure. Monitoring student response to a series of increasingly intense interventions assists in guiding instruction to prevent academic failure and provides data that may guide eligibility decisions for learning disabilities.

In brief, MTSS/RtII 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.

## **NATIONAL HONOR SOCIETY (NHS)**

Students whose scholastic achievement, leadership and community service meet the listed criteria are nominated to the Frankford High School National Honor Society. Students enrolled in vocational programs may also be nominated to the National Vocational/Technical Honor Society. Please see Ms. Cannuli if you are interested in joining NHS.

## **OUT OF SCHOOL SUSPENSION**

Students on suspension are not permitted in the building or on school grounds. They may not participate in any school programs, athletic events, extracurricular activities or trips. **Students on suspension who are found on school grounds or in the school building and are not accompanied by a parent or guardian are subject to arrest for defiant trespassing.** Students must bring in their parents/guardians for meetings with the appropriate Climate Team Member. Only the documented parent/guardian can reinstate students, regardless of age. Students will not be reinstated without a parent.

## **OUTERWEAR AND SPORTS EQUIPMENT**

Students are not to wear outerwear or carry sports equipment around with them inside Frankford High School. Outerwear is defined as jackets or coats. Sports equipment ranges depending on the individual sport but may include lacrosse sticks, balls, helmets, shoulder pads, cleats, etc. Students are all assigned lockers and should store their outerwear and any sports equipment in their lockers until the end of the day at dismissal. **Students using or wearing the above-listed items in the building must surrender the item on request to any staff member.** Students, who choose to repeatedly violate this policy, will be subjected to logical consequences per Frankford HS Climate Team.

## **PIONEER DAYS**

Each month the students who have 150 Pioneer Points and a 95% attendance rating from the previous month are eligible for the Month's event. See Appendix A for a schedule of this year's Pioneer Days.

## **PIONEER POINTS**

"Pioneer Points" are awarded to students by staff when they meet and/or exceed school expectations. Points can be redeemed every Tuesday for a specific item from the menu of prizes. Point redemption will occur at the "Trading Post" which is located at the school store. See Appendix B for a listing of the incentives.

## **PHYSICAL EDUCATION REQUIREMENTS**

All students are required to wear athletic attire and sneakers in gym class. Medical excuses for exclusion from physical education classes are processed through the School Nurse Office RM#132.

## **PUBLIC TRANSPORTATION**

Public Transportation to school is available via SEPTA train and bus routes. The L train and K; J; R; 57 and 8 routes are primarily used by Frankford HS students.

## **REFLECTION ROOM**

As a school implementing Restorative Practices, Frankford HS has created a Reflection Room for students that have violated the Code of Student Conduct. The Reflection Room is a place at Frankford HS that provides students with an alternative to both in school suspension (ISS) and out of school suspension (OSS) as a consequence of violating school rules. Students may spend the entire day(s) in the Reflection Room (RR) and are required to complete all scheduled RR activities and restorative practice procedures prior to returning to their respective classes.

## **SCHOOL PROPERTY**

All books, equipment, and other items issued to students remain the property of the 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. It is imperative that students **check Scholachip** often to make sure no fees or penalties are owed.

## **SCHOOL SUPPLIES**

Each student at Frankford is required to have the following list of supplies so that they can actively participate in the instructional program of the school. Some of these supplies will need to be replenished on an “as needed basis” through the year. The supplies are:

- 1 **three-inch** binder (any color is fine)
- 1 pack of binder divider tabs
- 1 pack of college-ruled loose-leaf paper (needs to be 3-hole punched and will need to be replenished during the year)
- 1 three-ring pencil case (to attach inside the binder)
- 2 highlighters (any color)
- 5 pens (blue or black ink only)
- 5 pencils
- 1 red pen
- 1 spiral notebook (3-hole punched)
- 1 small pencil sharpener (that will fit into the pencil case)

## **SCHOOL VISITORS**

Parents are encouraged to visit Frankford High School by making an appointment with the main office. All visitors must report to the front desk at the Oakland Street entrance to sign in and to obtain a visitor's pass.

## **SMOKING POLICY**

By state law and school board policies, all schools and adjacent school grounds are smoke-free facilities. Smoking, using, or possessing tobacco products is not permitted anywhere in the building, on school grounds or at school functions. **Students found smoking on school grounds will be subject to a fine of \$50.00** and will be suspended. Confiscated items will not be returned to students.

## **SOCIAL ACTIVITIES**

Frankford High School offers numerous student activities for social interaction. Dances and class activities are arranged by class and school organizations. Required dress rules will be advertised for all activities. Students must adhere to all requirements to be permitted to participate. A review committee in advance of the activity may bar students and their guests from these activities.

For all school dances, appropriate dress is "dress to impress." No jeans, "T" shirts, etc. 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 in proms and commencement ceremonies are privileges that may be withheld by the principal in accordance with the code of student conduct or attendance.

## **STUDENT DRIVERS**

Students driving to school must park on the surrounding streets of the school.

## **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 which are required for admission to various colleges and universities, etc. This service greatly empowers students and parents. 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.

## **STUDENT GOVERNMENT ASSOCIATION (SGA)**

The student government is called the Student Association (SGA). It is comprised of elected representatives from each grade and officers elected by the student body at large. The SGA promotes unity among students and harmony in the community through its major themes of service and duty. The SGA 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 SGA meets monthly to plan student events and to interact with the school administration. In case of questions or clarification, please see Ms. Weldon.

## **TEEN PARENT CENTER-ELECT**

The ELECT program (Education Leading to Employment and Career Training) is designed to help improve attendance among teen parents, to decrease barriers for students returning to school, and to support teen mothers and fathers and teen parents to be successful as they complete their education. It is located in RM# 0031.

## **TITLE 1**

The mission of the Title I is to provide technical assistance and support to families and school communities in implementing all mandates of the No Child 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 to support the implementation of the School Action Plan.

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

## **TRANSPASSES**

**Are issued** to 9th-grade students during last period by the 9th Grade Dean and ALL 10th-12th grade students can receive their transpasses during LUNCH on Mondays, Wednesdays and Fridays (ONLY) for the following week. Transpasses are issued during students' lunch periods in the Transpass Room located in the student's cafeteria next to the School Store.

Each student's residential and transportation information is in the School District of Philadelphia computer system to ensure that eligible students get transpasses. However, it often takes three or more weeks to process before students will receive a transpass.

This decision is made by the transportation department at the School District of Philadelphia headquarters and **NOT** by Frankford High School. **The school has no control over this process. Please be patient until a decision has been made.** Students must present a school photo ID to obtain transpasses. **The school CANNOT replace lost or stolen transpasses.**

## **UNIFORM POLICY**

It is our school's belief that success for all students begins with being properly and decently dressed for school. While we no longer require a specific school uniform, all students are to come to school dressed in a respectful fashion and must wear their lanyard and school ID. Please be advised that as a safety precaution the student's ID badges and lanyard must be visible (in front) at all times and

worn around the student's neck during school hours and in-school events. Students may only wear closed toed shoes or sneakers. Slippers, slides, sandals or flip-flops pose a safety risk and are not permitted to be worn at any time in Frankford high school.

Parents/guardians are strongly urged to ensure that their child comes to school dressed decently in regard to modesty, cleanliness, and dignity. Any student not meeting these expectations will be required to wear a school issued shirt.

## **VISITORS' PROTOCOL, RELEASE OF STUDENTS, AND STUDENT INFORMATION**

Frankford High School extends a warm welcome to parents/guardians and others visiting our school. At the same time, we must ensure that our students and staff are safe and that learning, as well as the regular operation of our school, are not disrupted. We must be aware of who comes into the building and for what purpose. All visitors must be cleared through the Main Office. The Main Office will keep a record of the purpose and reason of visit of all visitors. With this in mind, your cooperation is needed with the following:

1. Kindly report to the front desk, verify your picture identification and sign the visitor's register.
2. When visitors arrive at the main office, visitors must, once again, show picture identification in order to obtain from the Main Office an official visitor's pass. The visitor's pass must be worn and carried outwardly at all times while in the building.
3. The main office will verify if Parents/Guardians/Relatives are listed on official school records. As per school district policy, we are not permitted to conduct business regarding any student whose Parents/Guardians/Relatives are not listed on school records.
4. In the event of an extenuating circumstance, legal guardians may sign out their child in the main office once the main office has verified that the person picking up a student is on school records. All visitors must enter and exit through the main entrance.
5. Conferences involving students will only be conducted with the legal guardian identified on school records.
6. Former students are not permitted to visit without administrative approval.
7. Any student, regardless of age in the need of an early dismissal, can only be withdrawn from school by the parent, or a legal guardian identified on school records. As previously stated, parents or guardians are required to supply the school with official photo identification. Students may not be picked up directly from classrooms. Any student who bypasses this procedure and cuts class jeopardizes their academic standing and student privileges. Seniors who willfully cut class may affect their participation in Senior activities.

## **WORK ROSTERS**

Seniors over the age of 18 that have met almost all of their credit requirements (needing no more than three (3) classes to graduate and have a minimum GPA of a 2.0 may be eligible for a work roster. Students must have previously approved working papers.

Students that may meet the above requirements must first meet with their counselor to ensure that all graduation requirements can be met during the current academic year. Students requesting a work roster must also have written permission from their parent and provide a copy of their most recent pay stub. Work rosters will not be granted if the school's master schedule cannot accommodate the final courses that students need during the morning. Once all of the above requirements are met, final authorization will come from the Principal.

If a work roster is granted, students must exit the building at the end last class of the day through the Welcome Center. Students will be required to furnish a copy of their work roster and sign out with the staff member working at the front desk. Failure to comply with these protocols may lead to the revocation of the work roster.

## **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.

## **YELLOW BUS TRANSPORTATION**

The school bus pick-up and drop-off locations are on the Oakland Street driveway. In the afternoon, buses will pick up students on school grounds by the same entrance. Ms. Dunne is the point of contact regarding public transportation.

**Students who use the yellow bus transportation to Frankford** (or anyone who is in care of such students) should see Ms. Dunne regarding information or problems.

**FRANKFORD HIGH SCHOOL**  
**School-Parent Compact**  
**2018-2019 School Year**  
**Revision Date {03/13/2018}**

Dear Parent/Guardian,

**JOINTLY DEVELOPED**

**The parents, students, and staff of Frankford High School partnered together to develop this school-parent compact for achievement. The School-Parent Compact aligns to our school-wide vision:**

*Frankford High School will be a collaborative setting engaging all stakeholders in an inspirational and respectful learning environment that prepares students to be productive global citizens.*

**Parents are encouraged to attend annual revision meetings held to discuss strategies and parents' added value throughout SY 2017-18 to review the compact and adjust based on student needs and school improvement goals. Parents are also encouraged to participate in the School Family Engagement survey that is also used as a tool to collect parent feedback regarding the current Title I programs, policies and family engagement.**

*To understand how working together can benefit your child, it is first important to understand the district's and school's goals for student academic achievement.*

**THE SCHOOL DISTRICT OF PHILADELPHIA ANCHOR GOALS:**

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

**FRANKFORD HIGH SCHOOL GOALS:**

*To help your child meet the district and school goals, the school, you, and your child will work together on the following school-wide goals:*

**Academic Goals:**

**School Goal 1:** No more than 53.9% of 9<sup>th</sup> graders will score below basic on Algebra I Keystone

**School Goal 2:** At least 75% of 9<sup>th</sup> Grade students will be on track to earn a minimum of 5 quality grades

**School Goal 3:** At least 95% of 12<sup>th</sup> Grade Students will be on track for graduation

**School Goal 4:** 85% of teachers will meet in grade teams using the roster tool to review student data to create plans to improve student attendance and grades.

**Climate Goals:**

**School Goal 5:** *At least 60% of students will attend 95% or more of school days and no more than 15% of students will attend less than 85% of days*

**School Goal 6:** *At least 90% of students will have 0 out-of-school suspension*

**SCHOOL/TEACHER RESPONSIBILITIES:**

*FRANKFORD HS Teachers will be responsible for ensuring that they meet the needs of their students by implementing AVID strategies, small group, and differentiated instruction. Teachers will also continue to access data and keep parents informed.*

**PARENT RESPONSIBILITIES:**

*We, as parents, will:*

*make sure that our child/ren attend school regularly, commit to supporting our child's progress and academic achievement, and will also commit to reviewing our child's progress through the SIS Parent Portal.*

**STUDENT RESPONSIBILITIES:**

*We, as students will:*

*Maintain a level of academic excellence by completing assignments on time, completing homework, bringing materials home to parents, reviewing grades, asking for assistance, staying after school and attending credit recovery when needed.*

**COMMUNICATION ABOUT STUDENT LEARNING:**

*Frankford HS is committed to frequent two-way communication with families about children's learning. Some of the ways you can expect us to reach you are:*

***Parent Portal***

***School-wide website***

***Parental Conferences***

***School-Wide Social Media Outlets (Tweeter; FaceBook; and Instagram)***

***Automated calls***

***Mailing***

***Interims***

**ACTIVITIES TO BUILD PARTNERSHIPS:**

*Frankford High School offers ongoing events and programs to build partnerships with families.*

***SAC (Student Advisory Council)***

***Parental Conferences***

***Parent Workshops***

***Back-to-School Night (Open House)***

***FASFA Night***

***College and Career Readiness Venues***

***Volunteerism***

***Coffee House Events***

***Spring Concert***

***Senior Night***

***Freshman Commitment Ceremony***

**Appendix A- Pioneer Days**

<b>Event Date</b>	<b>Event</b>
September 28 <sup>th</sup>	Human Hungry Hungry Hippo
October 26 <sup>th</sup>	Halloween Dance
November 21 <sup>st</sup>	Thanksgiving Game Pep Rally
December 21 <sup>st</sup>	Dodgeball
January 25 <sup>th</sup>	Basketball
February 28 <sup>th</sup>	Human Bowling
March 27 <sup>th</sup>	School Musical
April 26 <sup>th</sup>	Musical Chairs
May 28 <sup>th</sup> –May 31 <sup>st</sup>	Spirit Week

**Appendix B- Pioneer Points**

<b>Points</b>	<b>Item</b>
25	Blow-Pops
25	Frankford Folder
25	Copybook
50	Frankford Pen
50	Frankford Pencil
75	Binder
100	Pretzel (100 available/last Tuesday each month)
200	Rally Towel
250	Homework Pass

350	Cookies (10 available/week)
500	Frankford Reusable Water Bottle
500	Frankford Athletics t- Shirts
500	Frankford Athletics Shorts
600	Frankford Lanyard
600	Frankford Crest T-Shirts
750	Culinary Gift Card (10 available/month)
750	Frankford Polo Shirts
750	Frankford Sweatpants
1000	Pair of Junior Prom Tickets (chance at raffle)
1000	Pair of Graduation Tickets (chance at raffle-10 available)
1000	Frankford Popsocket (150 available)
1500	We Are Frankford T-Shirt
2000	Pair of Senior Prom Tickets (chance at raffle)
2500	Red Frankford Hoody