

Frankford High School

2019-2020

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

Mr. Ryan Scallon
Assistant Superintendent, Network 4

Dr. Michael J. Calderone
Principal

Ms. Kathy Gendelman
Assistant Principal

Ms. Patricia McDermott-Fair
Assistant Principal

Ms. Cynthia McGuigan
Assistant Principal

Ms. Betsaida Ortiz
Assistant Principal

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PRINCIPAL'S MESSAGE

Dear Frankford High School families:

Welcome back to Frankford High School, Home of Champions! Or, if you are new to our Frankford family, welcome and thank you for choosing our amazing school for your child's education. I hope you are enjoying a wonderful summer and are ready to start a new school year on September 3rd. We are hosting a new student orientation on **Friday, August 30, 2019 from 9-11am** for all 9th graders and new students.

Last school year was filled with lots of fun learning experiences and student successes. Here are a few of our favorite memories:

- Our percentage of 9th Grade Students "on-track" increasing by almost 6%
- The third straight year of an increase in our School Progress Report (SPR)
- Our Baseball Team winning our 3rd straight Public League Championship

We are already gearing up for an incredible new school year. Our teachers have attended training sessions to better help all students learn and grow. Our front office team is updating student files and ordering new materials. Our hard-working custodians have spent the summer cleaning our school. And, our cafeteria workers are preparing to serve your children delicious, healthy and free breakfast and lunch each school day.

We're also delighted to welcome a few new additions to our staff. We have hired a fourth counselor to help our students stay on track for a four-year graduation and becoming college and career ready. Also, we now have a team of 3 social workers as well as a parent liaison to assist our students and families in removing barriers to educational opportunities. Additionally, we have added school-based teacher leaders and administrators to help further propel our students to "Learn like Champions"!

New staff and programs aren't the only things that have been added to our historic school. This summer the School District of Philadelphia also installed air conditioners into all of our classrooms. We are also excited that in partnership with F.A.W.N. we are opening a food pantry here at Frankford that will serve our school community and families.

Be sure to visit www.philasd.org for important back-to-school information such as how to get a Philadelphia School TransPass and a list of vaccines your child will need to attend school. I also want to invite you to attend our **Back-to-School Night on Wednesday, September 11 from 5 – 7 p.m.** Details of all the important events and policies can also be found on our website at <http://frankfordhs.philasd.org>. This will be a great time to meet teachers and other families, and learn more about the new school year.

All of us at Frankford High School look forward to welcoming students back to school on Tuesday, September 3rd at 8AM, and working with our families and community to support high-level learning. As always, please feel free to reach out to us at 215-400-7200 with questions or concerns. Together, we can make this school year our best one yet!

Sincerely,

Dr. Michael J. Calderone, Principal

Organizational Teams

Administrative

Principal

Assistant Principal (10th Grade)

Assistant Principal (12th Grade)

Assistant Principal (11th Grade)

Assistant Principal (9th Grade)

Dr. Calderone

Ms. Gendelman

Ms. McDermott-Fair

Ms. McGuigan

Ms. Ortiz

Safety

Dr. Calderone

Ms. Gendelman

Ms. McDermott-Fair

Ms. McGuigan

Ms. Ortiz

Sgt. S. Byrd

Anthony Devlin

Kelly Harvey

Sonia Velez

Jamison Ross

Peter Gabriele

Melissa Dunne

Howard Griffith

Ben Dubin

Staci Davenport

Principal

Assistant Principal

Assistant Principal

Assistant Principal

Assistant Principal

School Police Sergeant

Building Engineer

School Nurse

Lead Secretary

Dean 9th Grade

Dean 10th Grade

Dean 11th & 12th Grades

Conflict Resolution Specialist

Athletic Director

Special Education Liaison

Climate

Dr. Calderone

Ms. Ortiz

Ms. McDermott-Fair

Principal

Assistant Principal

Assistant Principal

Ms. McGuigan	Assistant Principal
Ms. Gendelman	Assistant Principal
Sgt. S. Byrd	School Police Sergeant
Isabella DiBileo	Counselor 9th
Sherri Van Guine	Counselor 10th
Adam Bachmann	Counselor 11th
Dr. Rose-Valadez	Counselor Super Juniors and Seniors
Jamison Ross	Dean - 9th Grade
Peter Gabriele	Dean - 10th Grade
Melissa Dunne	Dean - 11th and 12th Grade
Ben Dubin	Athletic Director
Staci Davenport	Special Education Liaison
Cara Mallon	Clinical Coordinator
Howard Griffith	Conflict Resolution Specialist

Instructional Leadership

Principal	Dr. Calderone
Assistant Principal	Ms. Gendelman
Assistant Principal	Ms. McDermott-Fair
Assistant Principal	Ms. McGuigan
Assistant Principal	Ms. Ortiz
School Based Teacher Leader	Ms. Johnson
School Based Teacher Leader (Interim)	Dr. Orzech
Special Education Liaison	Ms. Davenport
ELL Point Person	Ms. Dowling
Director of Academic Affairs	Ms. Keyser
Director of Student Activities/Asst. Director of Academic Affairs	Ms. Weldon
Aviation Program Manager	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.

2019-2020 BELL SCHEDULES



Regular Day

	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	9:49		1	8:18 AM	9:49 AM		1a/1b	8:18 AM	9:49 AM	
	LUNCH	9:52	10:22		2-2/3	9:52 AM	11:23 AM		2-2/3	9:52 AM	11:23 AM	
	3/4-3	10:25	11:56		LUN 3	11:26 AM	11:56 AM		3/4-3	11:26 AM	12:57 PM	
	4/5-4	11:59	1:30		4	11:59 AM	1:30 PM		LUN 4	1:00 PM	1:30 PM	
	4/5-5	1:33	3:04		5	1:33 PM	3:04 PM		4/5-5	1:33 PM	3:04 PM	

Morning Assembly Schedule

Period	Start	End	Period	Start	End	Period	Start	End
Advisory & Assembly	8:00	8:54	Advisory & Assembly	8:00	8:54	Advisory & Assembly	8:00	8:54
1a/1b	8:57	10:17	1a/b	8:57	10:17	1a/1b	8:57	10:17
LUNCH	10:20	10:55	2-2/3	10:20	11:40	2-2/3	10:20	11:40
2/3-3	10:58	12:18	LUN 3	11:43	12:18	3-3/4	11:43	1:03
3/4-4	12:21	1:41	3/4-4	12:21	1:41	LUN 4	1:06	1:41
4/5-5	1:44	3:04	4/5-5	1:44	3:04	4/5-5	1:44	3:04

Afternoon Assembly Schedule

Period	Start	End	Period	Start	End	Period	Start	End
Advisory	8:00	8:10	Advisory	8:00	8:10	Advisory	8:00	8:10
1a/1b	8:13	9:33	1a/1b	8:13	9:33	1a/1b	8:13	9:33
LUNCH	9:36	10:11	2-2/3	9:36	10:56	2-2/3	9:36	10:56
2/3-3	10:14	11:34	LUN 3	10:59	11:34	3-3/4	10:59	12:19
3/4-4	11:37	12:57	3/4-4	11:37	12:57	LUN 4	12:22	12:57
4/5-5	1:00	2:20	4/5-5	1:00	2:20	4/5-5	1:00	2:20
Advisory/ Assembly	2:23	3:04	Advisory/ Assembly	2:23	3:04	Advisory/ Assembly	2:23	3:04

Half Day (3 Hour)**Professional Development start time 12:30 pm-3:04pm**

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

1 PM Dismissal

Period	Start	End	Period	Start	End	Period	Start	End
ADV	8:00	8:10	ADV	8:00	8:10	ADV	8:00	8:10
1a/1b	8:14	9:14	1a/1b	8:14	9:14	1a/1b	8:14	9:14
LUNCH 2	9:18	9:48	2-2/3	9:06	9:51	2-2/3	9:06	9:51
2/3-3	9:52	10:52	LUN 3	9:54	10:24	3-3/4	9:54	10:39
3/4-4	10:56	11:56	3/4-4	10:27	11:12	LUN 4	10:42	11:12
4/5-5	12:00	1:00	4/5-5	11:15	12:00	4/5-5	11:15	12:00

10:00 AM Late Start

Period	Start	End	Period	Start	End	Period	Start	End
ADV	10:00	10:14	ADV	10:00	10:14	ADV	10:00	10:14
1a/1b	10:18	11:18	1a/1b	10:18	11:18	1a/1b	10:18	11:18
LUNCH 2	11:22	11:52	2-2/3	11:22	12:22	2-2/3	11:22	12:22
2/3-3	11:56	12:56	LUN 3	12:26	12:56	3-3/4	12:26	1:26
3/4-4	1:00	2:00	3/4-4	1:00	2:00	LUN 4	1:30	2:00
4/5-5	2:04	3:04	4/5-5	2:04	3:04	4/5-5	2:04	3:04

Keystone Testing Bell Schedule

Period	Start	End	Period	Start	End	Period	Start	End
ADV/ Testing	8:00	11:00	ADV	8:00	11:00	ADV	8:00	11:00
1a/1b	11:00	11:50	1a/1b	11:00	11:50	1a/1b	11:00	11:50
LUNCH 2	11:55	12:30	2-2/3	11:55	12:40	2-2/3	11:55	12:40
2/3-3	12:35	1:20	LUN 3	12:45	1:20	3-3/4	12:45	1:30
3/4-4	1:25	2:10	3/4-4	1:25	2:10	LUN 4	1:35	2:10
4/5-5	2:15	3:04	4/5-5	2:15	3:04	4/5-5	2:15	3:04

ACADEMIC CALENDAR 2019-2020

August 26, 2019	First Day for Staff
August 26 – 29, 2019	District-wide Professional Development
August 26 – 29, 2019	Kindergarten Parent/Teacher Interviews
August 30, 2019	Reorganization – Academic Year Preparation K-12
September 2, 2019	Labor Day – Schools Closed and Administrative Offices Closed
September 3, 2019	First Day for Grades K-12 – Student Attendance
September 3, 2019	First Day for Head Start and Bright Futures -- Student Attendance
September 27, 2019	Full-Day Professional Development (Staff Only; Schools Closed for Students)
September 30, 2019	Rosh Hashanah – Schools Closed and Administrative Offices Closed
October 9, 2019	Yom Kippur – Schools Closed and Administrative Offices Closed

October 16, 2019	SAT/PSAT school day
October 22 – 24, 2019	Interim Reports
October 25, 2019	Professional Development Half Day – 3-Hour Early Dismissal
November 5, 2019	Election Day – Schools Closed
November 11, 2019	Veterans’ Day – Schools Closed and Administrative Offices Closed
November 15, 2019	Professional Development Half Day – 3-Hour Early Dismissal
November 20 – 22, 2019	Report card conferences
November 28 – 29, 2019	Thanksgiving Holiday – Schools Closed and Administrative Offices Closed
December 17 – 19, 2019	Interim Reports
December 23, 2019	Professional Development Day – Full-Day Professional Development (Staff Only; Schools Closed for Students)
December 24, 2019	Winter Recess – Schools Closed

December 25, 2019	Winter Recess – Schools Closed and Administrative Offices Closed
December 26 – 30, 2019	Winter Recess – Schools Closed
December 31, 2019	Winter Recess – Schools Closed
January 1, 2020	New Year’s Day – Schools Closed and Administrative Offices Closed
January 20, 2020	Dr. Martin Luther King Day – Schools Closed and Administrative Offices Closed
January 24, 2020	Professional Development Half Day – 3-Hour Early Dismissal
February 5 – 7, 2020	Report Card Conferences
February 17, 2020	Presidents’ Day – Schools Closed and Administrative Offices Closed
February 28, 2020	Professional Development Half Day – 3-Hour Early Dismissal
March 10 – 12, 2020	Interim Reports

April 6 - 9, 2020	Spring Recess – Schools Closed
April 10, 2020	Good Friday – Schools Closed and Administrative Offices Closed
April 15 – 17, 2020	Report Card Conferences
April 24, 2020	Professional Development Half Day – 3-Hour Early Dismissal
April 28, 2020	Election Day – Schools Closed
May 13 – 15, 2020	Interim Reports
May 22, 2020	Professional Development Half Day – 3-Hour Early Dismissal
May 25, 2020	Memorial Day/ Eid-al-Fitr – Schools Closed and Administrative Offices Closed
June 10 – 12, 2020	Graduation Window
June 12, 2020	Last Day for Students
June 15, 2020	Last Day for Staff- Full-Day PD

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 THE INSTRUCTIONAL TIME. IF THERE IS A TRUE EMERGENCY AND YOU NEED TO REACH YOUR CHILD, PLEASE CALL THE SCHOOL AT 215-400-7200.

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 2019-2020 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, students 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 child’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 or stairway 4. Students returning to class from the lunchroom must go up Stairway 1 or 4 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 [2019-2020 Student Code of Conduct](#) (click on link for the document). The Spanish version can be found by clicking this [link](#) (2019-2020 coming soon!). 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.

Ms. Isabella DiBileo	Counselor 9th
Ms. Sherri Van Guine	Counselor 10th
Ms. Lena Chacko/Mr. Adam Bachmann	Counselor 11th
Dr. Caitlin Rose-Valadez	Counselor Super Juniors and 12th

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 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/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 the 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 by 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

- Every room has a fire evacuation chart posted.
- The fire alarm system alerts students and staff.
- If an evacuation is necessary, verbal instructions will be given over the public address system.

- Students must obey their teachers' directions and proceed quickly and quietly to safety outside the building.
- 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.
- **Any student setting off a false alarm on the fire alarm system or tampering with fire protection equipment will be arrested and suspended.**
- 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. The **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 that 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
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 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+	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:

- 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 (2020)

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/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.

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 faculty sponsor 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 eL train and buses 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 who 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 Scholarchip** 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:

- Notebooks for each class
- Folder/Binder
- 1 pack of college-ruled loose-leaf paper (needs to be 3-hole punched and will need to be replenished during the year)
- 1 pencil case
- 2 highlighters (any color)
- 5 pens (blue or black ink only)
- 5 pencils
- 1 red pen
- 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 from 7:30am to 7:55am daily in the Transpass Room located in the student cafeteria next to the School Store. **This is the only time students will be able to get a transpass.** Please be on time to school so you are able to obtain your pass.

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

Frankford High School Uniform Guidelines 2019-2020

Tops & Bottoms:

Students are permitted to wear any appropriate attire. Please dress respectfully. Frankford High School logo-wear is highly encouraged.

Footwear:

Sneakers, closed toed shoes that have a back.

Gym-wear:

Athletic attire and sneakers

Notes on School Uniform:

Due to safety concerns, open-toed shoes, slides, flip flop, slippers, and shoes without a back are not permitted.

Students must wear apparel that covers the midriff and back. Tube tops, open back/side tops, crop tops, and plunging necklines (front and back) are prohibited. No inappropriate sayings, language, or pictures on clothing. All pants should be worn on the hips and shorts, skirts, and dresses must be mid-thigh length, at least to the fingertips.

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 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. 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 for 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 the 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 of their 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 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. Davenport 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. Davenport regarding information or problems.

*Frankford High School
School-Parent Compact
2019-2020 School Year
Revision Date March 20th, 2019*

Dear Parent/Guardian,

JOINTLY DEVELOPED

To understand how working together can benefit your child, it is first important to understand the district 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'S GOALS:

School Goal 1: At least 15% of students will score at Proficient or Advanced on the Algebra I Keystone exam.

School Goal 2: At least 25% of students will score at Proficient or Advanced on the English Keystone exam.

School Goal 3: At least 25% of 9th grade students will earn a minimum of 5 credits (four core plus one more) with As or Bs.

School Goal 4: At least 80% of 12th grade students will be on track for graduation.

Climate Goals:

School Goal 5: At least 30% of students will attend school 95% of days or more.

School Goal 6: At least 90% of students will have zero out-of-school suspensions.

To help your child meet the district and school goals, the school, you, and your child will work together:

SCHOOL/TEACHER RESPONSIBILITIES:

The teachers of Frankford High School will:

- Be responsible for ensuring that they meet the needs of their students by implementing instructional strategies, small group, and differentiated instruction.
- Teachers will continue to update Infinite Campus so parents can be informed about their child's academic progress.

PARENT RESPONSIBILITIES:

We, as Frankford High School parents, will:

- Actively monitor their child's attendance and lateness. Parent will send in notes when my child is absent within 3 days.
- Commit to support their child's progress and academic achievement.
- Attend meetings to provide input into School Advisory Council and Title I meetings when available.
- Continue to review student progress regularly through Parent Portal.
- Attend school events, meetings and workshops that will build their capacity.

STUDENT RESPONSIBILITIES:

We, as Frankford High School Students, will:

- Attend school every day and on time.
- Attend all classes, review grades on a regular basis, ask for assistance when needed and attend credit recovery if it is needed.
- Complete homework and projects on time.
- Bring home documents to parent when required.
- Respect themselves, each other and school staff at all times.

COMMUNICATION ABOUT STUDENT LEARNING:

Frankford High School 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:

- School Website
- Social Media Accounts
- Flyers
- Parent Robo-calls
- Email

ACTIVITIES TO BUILD PARTNERSHIPS:

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

- SAC meetings- To be held the 3rd week of the month (Day to be determined)
- Parent workshops - Monthly
- Parent Portal
- Parent Input Title I meetings (Fall, Winter, Spring)
- Parent Resource Table
- Freshman Commitment Ceremony
- Coffee House
- Musicals

Frankford High School
Parent and Family Engagement Policy
School Year 2019-2020
Revision Date: March 20th, 2019

In support of strengthening student academic achievement, **Frankford High School** receives Title I, Part A funds and therefore must be jointly developed with, agreed upon, and distributed to parents and family members of participating children a written parent and family engagement policy that contains information required by section 1116(b) and (c) of Every Student Succeeds Act (ESSA). The policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The **Frankford High School** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan under Section 1114(b) of Every Student Succeeds Act (ESSA).

- Update the school parent and family engagement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parent and family engagement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format -- including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT

REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS

Section A: JOINTLY DEVELOPED

Frankford High School:

Will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

- Parents are invited to attend and provide input into three Title I meetings a year.
 - Annual(Fall)- Back to School/Annual Title I meeting.
 - Winter (Dec/Jan) - This is for parents to discuss the needs of the school and to provide input to the school wide plan and school budget.
 - Spring(March/April) – This is an opportunity for parents to provide input in to the Parent Compact and Parent and Family Engagement Policy. This meeting was held March 20th 2019 for the 2019-2020 school year.

Section B: ANNUAL TITLE I MEETING

Frankford High School:

- Will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.
- Will invite parents to attend the Annual Title I meeting in Fall of 2019. This will be held on Back to School night in September 2019 (specific date to be determined). The principal or designee will make a presentation for parents that will include information about the requirements of Title I, The parent rights under the law and the state academic content standards and assessments. They will also provide information on how to work with educators and ways to monitor student progress. They will provide information on the school curriculum and credit earning toward on-time graduation. They will also provide parent supports for student academic progress and success.

Section C: COMMUNICATIONS**Frankford High School:**

will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

- Frankford HS will make every effort to provide families with school district and school-wide information in a timely manner by using the Parent Portal, Frankford High School website, social media, canvassing, emails and mail.

Section D: SCHOOL-PARENT COMPACT**Frankford High School:**

Will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

- Invite parents to the Spring Title I (March/April 2020) meeting to provide input into the planning of parent engagement activities and the development of the Parent and Family Engagement Policy and School-Parent Compact. This was held on March 20th, 2019 for the 2019-2020 school year.

Section E: RESERVATION OF FUNDS

Frankford High School:

Will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

- At the Winter Title I meeting on January 16th, 2019 the parents discussed and provided input on how the 1% of Title I funds should be spent for the 2019-2020 school year.

Section F: COORDINATION OF SERVICES**Frankford High School:**

Will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

- Working with parents with the STEPS program at the school
- Provide access to community resources as provided to the school
- Work with district to provide services to families
- Provide parents of the existence of the district parent engagement center at 440.

Section G: BUILDING CAPACITY OF PARENTS**Frankford High School:**

Will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- 1) Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and
- 2) Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- 3) Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
 - a) **The challenging State's academic standards**
 - b) **The State and local academic assessments including alternate assessments**
 - c) **The requirements of Title I, Part A**
 - d) **How to monitor their child's progress**
 - e) **How to work with educators to improve the achievement of their child**
 - Invite parents to attend monthly SAC meetings that are held the 3rd week of the month (dates to follow)

- Invite parents to attend Title I meetings:
- Annual (September) Winter (December/January) Spring (March/April)
- Family Engagement Liaison, School staff and partners to provide parent workshop on various topics suggested by parents.
- FAFSA, Freshman Commitment Ceremony, Coffee House, School musical, Volunteer Orientation training, Naviance Training, College and Career readiness, Financial literacy,
- Provide parents information on FACT Training (Family Academy Courses and Training) for parents that is offered by the office of Family and Community Engagement.
- Provide families information on family engagement events and activities held on the district level and school level.
- Frankford High School has established an informational Parent Resource Center.

Section H: BUILDING CAPACITY OF SCHOOL STAFF

Frankford High School:

Will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

- Frankford will provide a professional development around effective parent engagement and communication to staff in the Fall/Winter 2019. This will include a review of the school wide parent surveys.
- Leadership team will meet with Counselors and other staff regularly to give suggestions for improving parent communication and engagement. This is included in safety planning meeting and teacher professional development trainings.
- Frankford will offer professional development on the school level on various topics to support student success.
- Frankford will provide staff development on the district level on various topics related to their area of expertise.

Frankford High School

Will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- Providing literacy training for parents.
- Arranging school meetings and events on various days and times. Conduct in-home conferences between school staff who work directly with participating children for families who are unable to attend.
- Provide alternate methods of how meetings are held.

PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS

- **School Sports Events**
- **Student-lead activities (ex. Musical, Freshman Commitment Ceremony)**

- **Parent Coffee House**
- **Workshops and Informational sessions**