

**Martin Luther King High School**  
**2024-2025**  
**Staff Handbook**



**Mrs. Keisha Q. Wilkins**  
**Principal**

**Dr. Stacey Mitchell-Precia**  
**Assistant Principal**  
*9<sup>th</sup> Grade Success Academy*

**Dr. Angela Crawford**  
**Assistant Principal**

## **DISTRIBUTIVE ADMINISTRATIVE LEADERSHIP TEAM**

Keisha Q. Wilkins	Principal
Dr. Stacey Mitchell-Precia	Assistant Principal, 9 <sup>th</sup> Grade Success Academy
TBA	Assistant Principal, 10 <sup>th</sup> Grade
Dr. Angela Crawford	Assistant Principal, 11 <sup>th</sup> & 12 <sup>th</sup> Grade
Jamal-Kalee Ferguson	Climate Manager, 9 <sup>th</sup> Grade Success Academy
Tyrese Hayes	Climate Liaison, 9 <sup>th</sup> Grade
Shanell Potts	Climate Manager, 10 <sup>th</sup> Grade
Antonio Anderson	Climate Manager, 11 <sup>th</sup> Grade
<b>Deborah Folk</b>	Climate Liaison, 10 <sup>th</sup> Grade
Sean Colson	Climate Liaison, 11 <sup>th</sup> -12 <sup>th</sup> Grade
Sgt. Kristle House	School Police Sergeant
Sharon Brown	Secretary
Marguerite Gorley	Office Assistant
Dr. Aisha Eubanks	Special Education Compliance Monitor
Dr. Stephen Flemming	Academic Teacher Leader, English Language Arts
Tracey Koru	Academic Teacher Leader, Mathematics
Yolanda Malone	Technology Teacher Leader
Jonathan Verlin	Technology Teacher Leader
Regina Johnson	Athletic Director
Darcelle Void-Boston	Roster Chairperson
Daiimah Coleman	Roster Chairperson, Diverse Learners
Sakinah Sabree	School Counselor (11 <sup>th</sup> -12 <sup>th</sup> )
Stacy Yates	School Counselor (9 <sup>th</sup> -10 <sup>th</sup> )
Mariama Jeihani-Murungi	School Counselor PBIS
Iris Parkinson	School Counselor (Behavior)
Adama Bracewell	STEP Clinical Coordinator
Eric Mallory	STEP Case Manager
Karen Manley	School Psychologist
Danette Joseph	School Nurse
Leslie Brown	School Improvement Support Liaison
Charelise Thomas	Attendance & Truancy Coach
Frederick Miller	Building Engineer

## **Instructional Leadership Team**

Mrs. Keisha Q. Wilkins	Principal
Dr. Stacey Mitchell-Precia	Assistant Principal, 9 <sup>th</sup> Grade Success Academy
Mrs. Keisha Q. Wilkins	Principal, 10 <sup>th</sup> Grade
Dr. Angela Crawford	Assistant Principal, 11 <sup>th</sup> & 12 <sup>th</sup> Grade
Dr. Aisha Eubanks	Special Education Compliance Monitor
Dr. Stephen Flemming	Academic Teacher Leader, English Language Arts
Tracey Koru	Academic Teacher Leader, Mathematics

## **Our History**

The tradition of our school began with groundbreaking ceremonies which took place in 1969. Originally conceived as Northwest High School, the name changed to honor the great, recently slain civil rights leader, the Rev. Dr. Martin Luther King, Jr. When the school opened its doors in February 1972, it was conceived as a “paired school,” sending its ninth and tenth graders to Germantown for their junior and senior years. This concept was dismissed in favor of allowing King to become a four-year comprehensive high school, which graduated its first class in June 1977.

## **School Vision**

“One Community, One School, One Focus... Student Success!”

## **School Mission**

Martin Luther King High School serves a diverse community. We strive to provide all students with varied educational opportunities that meet their needs in a safe learning environment. This enables each student to develop into productive, responsible citizens, and lifelong learners.

# **POLICIES AND PROCEDURES FOR MARTIN LUTHER KING HIGH SCHOOL STAFF**

## **Absence and Lateness (Staff)**

Employee work schedules are fixed through the Collective Bargaining Agreement (CBA) for the bargaining unit under which their position is represented by the hours of operation of Martin Luther King High School. For the 2024-2025 academic year, the official school hours at King will be from 7:30AM to 2:34PM.

It is the responsibility of, as well as, the expectation of the Administration that each employee attend work each day, be present in the building on time, swipe their badge at the ERP Kronos station located in the Main Office; at Door 14; and Building Engineers Office Area. School begins at 7:30AM. (Staff compensation will be adjusted based on tardiness. In addition, it is no longer acceptable to use any other source of technology to clock in other than the ERP Kronos).

**Additionally, each employee must be in their assigned location by 7:30 am unless otherwise directed by the Principal or Grade Level Assistant Principal...**

1. All staff members who are going to be absent are required to contact the school by telephone at 215.400.3500 by 6:45AM. Failure to notify the school will result in being coded F61 (absent without authorization). Absences must also be reported to the District's substitute services vendor ESS management. Staff will continue to be able to utilize the Frontline (Aesop) system to request substitute coverage or enter absences. ESS will also have a support team that is available from 6AM to 11PM Monday through Friday by calling 215-261-5523 Option 2 for District Staff or by emailing [SDPSubs@ESS.com](mailto:SDPSubs@ESS.com).
2. If you are going to be late, contact the school immediately. An employee who has failed to contact the school after the time of arrival shall be considered absent. Employees who have excessive lateness will be subject to disciplinary action. If you are late, upon your arrival, report to the main office to swipe your badge using the ERP Kronos machine.

3. Personal Leave (H01 or F01) is to be used for urgent personal business that cannot be scheduled at times other than working days.
4. Staff members are required to complete an Absence Card ([SEH-86](#)) after each period of absence. Absence cards are located in the main office. A personal illness that is four days or more requires a doctor's note. An employee who fails to return an absence card during the respective pay period may have his/her check withheld.
5. If a staff member forgets to sign in or out, email Mrs. Brown, the secretary, and also the assigned grade-level assistant principal. If you leave the building during school hours, you are required to sign out and when you return sign in the Staff Log in the Main Office.
6. If an extenuating circumstance arises that necessitates you leaving the building, obtain permission from an administrator and swipe your badge in the Kronos system. Note: Depending on the hour of departure, staff members may be docked for the time that they are absent. Leaving at any time before 11:30 am will result in being charged ½ day.
7. Teachers are required to be at their teaching assignment at **7:30 AM, NOT CLOCKING IN AT THE KIOSK.**

Staff attendance will be monitored regularly and consistently by Administration based upon the established policy and practice of The School District of Philadelphia and, when warranted, employees will be subject to disciplinary action as follows:










- After the **third** occurrence of absence for personal illness (H04 or F04) and/or illness in the family in a school year (H31 or F31), the Administration will...
  - Have an informal conversation with the employee;
  - Make a notation on the employee's SEH-90 that the conversation took place; and,
  - Draft a memorandum to the employee to document the conversation.
- After the **fifth** occurrence of absence for personal illness (H04 or F04) and/or illness in the family in a school year (H31 or F31), the Administration will...
  - Draft a warning memorandum to the employee, including a copy of the SEH-90; and,

- File a copy of the documents referenced in the school file
- After the **seventh** occurrence of absence for personal illness (H04 or F04) and/or illness in the family in a school year (H31 or F31), the Administration will...
  - Draft an SEH-204, attaching copies of the employee's SEH-90 and the warning memorandum previously issued to the employee;
  - Schedule an investigatory conference with union representation; and,
  - Forward a copy of the documents referenced to the employee's official file with a carbon copy to the Assistant Superintendent of Learning Network 4.
  
- After the **ninth** occurrence of absence for personal illness (H04 or F04) and/or illness in the family in a school year (H31 or F31), the Administration will...
  - Draft an SEH-204, attaching copies of the employee's SEH-90, as well as the SEH-204 and the warning memorandum previously issued to the employee;
  - Recommend suspension without pay;
  - Schedule an investigatory conference with union representation; and,
  - Forward a copy of the documents referenced to the Assistant Superintendent of the Learning Network 4 for a second-level conference.

***It is also noted that approved absence without pay (H60 or F60) and unapproved absence without pay (H61 or F61) may also result in disciplinary action.***

***Be advised that five or more days of unapproved absence without pay will be considered to be job abandonment and is grounds for immediate termination from the School District of Philadelphia.***

## Academic Bell Schedule

<b>MLK 2024-2025 Bell Schedule</b>		
<b>Advisory</b>		<b>7:30-7:50</b>
<b>1</b>		<b>7:50-8:37</b>
<b>2</b>		<b>8:41 - 9:28</b>
<b>3</b>		<b>9:32- 10:19</b>
<b>4</b>		<b>10:23-11:10 Lunch 9th/12th Low Inc</b>
<b>5</b>		<b>11:14-12::01</b>
<b>6</b>		<b>12:05- 12:52 Lunch 10th/11th</b>
<b>7</b>		<b>12:56- 1:43</b>
<b>8</b>		<b>1:47- 2:34</b>

# **Academic School Year Calendar**

## **August 2024 | 5 Student Days; 9 Staff Days**

- **20th:** Staff Professional Development
- **21st:** Reorganization
- **22nd-23rd:** Staff Professional Development
- **26th:** First day of school for students
- **26th-30th:** Kindergarten interview day; Three Hour Early Dismissal (K only)

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## **September 2024 | 20 Student Days; 20 Staff Days**

- **2nd:** Labor Day; Schools closed for students and staff; Administrative offices closed
- **27th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students

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## **October 2024 | 21 Student Days; 22 Staff Days**

- **3rd:** Rosh Hashanah; Schools closed for students and staff; Administrative offices closed
- **25th:** Staff Professional Development (Full Day); School closed for students

### *Additional Important Dates:*

4th: Second Day of Rosh Hashanah

12th: Yom Kippur (weekend)

14th: Indigenous Peoples' Day of Learning (In-school day)

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## **November 2024 | 17 Student Days; 18 Staff Days**

- **5th:** Election Day; Schools closed for students and staff
- **15th:** Term 1 Report Card Conferences (Full Day); School closed for students
- **27th:** 3-hour early dismissal for students and staff
- **28th-29th:** Thanksgiving Recess; School closed for students and staff; Administrative offices closed



***Additional Important Dates:***

1st: Diwali

3rd: Daylight Saving Time ends

11th: Veterans Day (In-school day)

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**December 2024 | 15 Student Days; 15 Staff Days**

- **13th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **23rd-31st:** Winter Recess; School closed for students and staff; Administrative offices closed
- **25th:** Christmas Day; School closed for students and staff; Administrative offices closed

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**January 2025 | 18 Student Days; 19 Staff Days**

- **1st:** New Year's Day; School closed for students and staff; Administrative offices closed
- **1st-2nd:** Winter Recess cont.; School closed for students and staff; Administrative offices closed
- **3rd:** Staff Professional Development (Full Day); School closed for students
- **20th:** Dr. Martin Luther King Jr. Day; School closed for students and staff; Administrative offices closed
- **29th:** Lunar New Year; School closed for students and staff; Administrative offices closed
- **30th, 31st:** Term 2 Report Card Conferences (Half Day); Three Hour Early Dismissal for Students

***Additional Important Dates:*** 6th: Three Kings Day, 6th-17th: Keystone Testing Window

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**February 2025 | 19 Student Days; 19 Staff Days**

- **7th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **17th:** Presidents' Day; School closed for students and staff; Administrative offices closed

***Additional Important Dates:***

28th: Ramadan begins

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## March 2025 | 20 Student Days; 20 Staff Days

- **7th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **27th, 28th:** Term 3 Report Card Conferences (Half Day); Three Hour Early Dismissal for Students
- **31st:** Eid al-Fitr; School closed for students and staff; Administrative offices closed

### *Additional Important Dates:*

9th: Daylight Saving Time starts

30th: Ramadan ends

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## April 2025 | 17 Student Days; 17 Staff Days

- **14th-17th:** Spring Recess; School closed for students and staff
- **18th:** Good Friday; School closed for students and staff; Administrative offices closed

### *Additional Important Dates:*

21st: PSSA testing window begins

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## May 2025 | 20 Student Days; 20 Staff Days

- **9th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **20th:** Election Day (tentative); School closed for students and staff
- **26th:** Memorial Day; School closed for students and staff; Administrative offices closed

### *Additional Important Dates:*

2nd: PSSA testing window ends

12th-23rd: Keystone testing window

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## June 2025 | 9 Student Days; 9 Staff Days

- **6th:** Eid al-Adha; School closed for students and staff; Administrative offices closed

- **11th:** Staff Professional Development (Half Day); Three Hour Early Dismissal for Students
- **12th:** Last Day of School for students and staff; Three Hour Early Dismissal for Students, Full day for Staff
- **19th:** Juneteenth; Administrative offices closed

***Additional Important Dates:***

10th-12th: Graduation window

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## **July 2025**

**4th:** Independence Day; School closed for students and staff; Administrative offices close

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## **Advisor Responsibilities**

Taking class attendance is a three (2) step process:

1. Official attendance for student records is recorded in Student Information Systems (SIS).
2. Advisors are to monitor absences and adhere to the Attendance MTSS policy.

## **Assemblies**

1. All assemblies must be planned in conjunction with an administrator.
2. Assemblies must be recorded in the reservation book.
3. Staff members must secure special equipment and will be responsible for returning the equipment immediately following the conclusion of the assembly.
4. Programs must begin and end in conjunction with the bell schedule.
5. Students must not be dismissed from an assembly during academic or lunch periods.

6. Teachers are responsible for supervising the students rostered to them for the class period in which the assembly is being held and may not leave their class unattended at any time during the assembly.
7. Students may not remain in areas without proper adult supervision.

### **Auditorium**

1. Staff members who reserve the use of the auditorium are responsible for its security.
2. When in use, emergency exits must be unobstructed so that safe emergency exits may occur if need be.
3. Doors on the stage should not be propped open.
4. Students must be supervised at all times in the auditorium.
5. Assigned seats will be established prior to the event.

### **Behavioral Expectations**

DO NOT assume that students know what is expected. Develop systems and establish basic procedures and routines on the first day of school and continue implementing them fidelity until the last day of school.

Be firm, fair, and consistent in not only holding students accountable for compliance with established classroom procedures and routines, but also in the administration of discipline within your classroom. Classroom Teachers are responsible for all students assigned for the duration of the class period.

### **DO NOT PUT STUDENTS OUT OF YOUR CLASS!!!**

Maintain anecdotal records, contact families, initiate the MTSS process, contact a School Counselor, and confer with the School Climate Manager and/or a Climate Support Specialist for assistance in dealing with students who exhibit atypical, challenging, disruptive, or other concerning behaviors.

# **PBIS TEACHING MATRIX**

Voice Levels: **0** - Silent **1** - Partner Conversation **2** - Academic Conversation  
**3** - Social Conversation **4** - Outside Volume

<b>NORMS</b> ↓	<b>Hallway &amp; Stairwell</b>	<b>Classroom</b>	<b>Lunchroom</b>	<b>Admission</b>	<b>Dismissal</b>
<b>RESPECTFUL</b>	<p>Use non-threatening, positive language</p> <p>Use Level- 3 voice while talking to others</p> <p>Respond to redirection from staff in a positive manner</p> <p>Respond to student and adult greetings in a positive manner</p> <p>Use a cell phone to receive or make emergency phone calls only)</p>	<p>Use non-threatening, positive language</p> <p>Use Level- 0-2 voice while talking in class</p> <p>Respond to redirection from staff in a positive manner</p> <p>Use a cell phone for approved educational purposes only</p> <p>Remain alert and engaged</p>	<p>Use non-threatening, positive language</p> <p>Use Level 3 voice while talking to others.</p> <p>Respond to redirection from staff in a positive manner</p> <p>Use cell phone to receive or make emergency phone calls only</p>	<p>Use non-threatening, positive language</p> <p>Use a level 2 voice while talking to others</p> <p>Respond to redirection from staff in a positive manner</p> <p>Patiently wait your turn to enter</p>	<p>Use non-threatening, positive language</p> <p>Use level 2 voice while talking to others</p> <p>Respond to redirection from staff in a positive manner</p> <p>Use cell phone to receive or make emergency phone calls only</p> <p>Exit the building promptly</p>
<b>ACCOUNTABLE</b>	<p>Walk to class quickly and arrive on time</p> <p>Have hallway pass to your destination</p>	<p>Come prepared to learn and contribute to class</p> <p>Arrive to class on time</p>	<p>Arrive to the assigned lunchroom on time</p> <p>Wait your turn for food</p>	<p>Arrive 10 minutes prior admission to allow time for scanning</p> <p>Have your</p>	<p>Take your belongings with you</p> <p>Dismiss from the building and school</p>

	<p>Take ownership for your own actions and focus on yourself</p> <p>Throw away your trash in the trash can</p>	<p>Making others feel welcome</p> <p>Throw away your trash in the trash can</p>	<p>Positive interaction with peers</p> <p>Throw away your trash in the trash can</p>	<p>bag/personal items and ID in hand to scan</p> <p>Report to class immediately after entering</p>	<p>premises promptly if you are not participating in an after school activity</p> <p>Go directly home after dismissal</p>
<b>PROBLEM-SOLVER</b>	<p>Notify staff when there is a problem</p> <p>Use words and conversation to resolve conflict with others</p> <p>Keep gossip and bully-free zone</p>	<p>Have patience and understanding of others</p> <p>Notify staff when there is a problem</p> <p>Use words and conversation to resolve conflict with others</p> <p>Keep gossip and bully-free zone</p>	<p>Maintain personal space and boundaries</p> <p>Notify staff when there is a problem</p> <p>Use words and conversation to resolve conflict with others</p> <p>Keep gossip and bully-free zone</p>	<p>Wait in line with your backpacks and jackets in hand ready to go through the scanner</p> <p>Notify staff when there is a problem</p> <p>Use words and conversation to resolve conflict with others</p> <p>Keep gossip and bully-free zone</p>	<p>Notify staff when there is a problem</p> <p>Use words and conversation to resolve conflict with others</p> <p>Keep gossip and bully-free zone</p>
<b>SAFE</b>	<p>Keep hands and feet to yourself</p> <p>Maintain a smoke-free (vape free) and drug-free environment</p> <p>Maintain shoulder</p>	<p>Remain in your seat until the class is dismissed</p> <p>Keep hands and feet to yourself</p> <p>Maintain shoulder length from others</p>	<p>Remain in your seat while eating</p> <p>Keep hands and feet to yourself</p> <p>Remain in the lunchroom</p>	<p>Move through the scanner timely and in a line</p> <p>Obtain approval from school staff to allow visitors into the building</p>	<p>Keep hands and feet to yourself</p> <p>Wait in your own personal space</p> <p>Obtain approval from school staff to allow visitors into the</p>

	<p>length from others</p> <p>Obtain approval from school staff to allow visitors into the building</p> <p>Keep all doors closed at all times</p>	<p>Remain in the classroom unless given permission to leave</p>		<p>Keep all doors closed at all times</p>	<p>building</p> <p>Keep all doors closed at all times</p>
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### **Classroom Coverages**

1. All non-teaching duties and emergency assignments within a school are to be shared equally among all teachers. This includes those personnel who are referenced in the CBA under the definition of teachers.
  
2. All non-advisors, with the exception of the Roster Chairperson, the Roster Assistant, the Special Education Liaison, and the Academic Teacher Leaders, will be asked to cover advisories when necessary.
  
3. The Roster Chairperson, Roster Assistant, or Administrator will provide classroom coverage assignments on a daily basis. You may be asked to cover a class in a different content area than that you provide instruction in. If assigned a classroom coverage, the class is to be held in its regularly scheduled location.
  
4. Teachers are not to arrange coverage for their own classes. If an emergency arises, you should contact your designated administrator to arrange for your coverage.

### **Classroom Doors**

By order of the Fire Marshal, no classroom door should be blocked or locked and no door window should be covered restricting outside viewing.

## **Class Trips**

1. All class trips must have a clear educational purpose. All completed trip paperwork must be submitted with an agenda along with the student identification numbers and names of students who are expected to participate prior to approval by the Principal. A packet with the documents required for submission can be obtained in the Main Office.
2. Trips must be planned collaboratively with your designated administrator and approved by the Principal.
3. There must be one adult to provide supervision for every 10 students.
4. In instances where a field trip will conclude with an arrival back at school during the evening hours, a responsible adult must be available to meet students.
5. School personnel must remain until a responsible adult has arrived for each student who was present on the trip.
6. Students may not be excluded due to the cost of the trip.
7. School personnel may not transport any student in their personal vehicle.
8. Requests for trips outside of the Philadelphia city limits must be submitted for approval to the Principal first at least 12 weeks in advance and then the administration will provide the office of Learning Network 4 with the necessary information.

## **Core Curriculum**

The Common Core Standards in English Language Arts and Mathematics, and for other content areas, the Pennsylvania Academic Standards, inform the scope and sequence of the curriculum, which is reflected in the Planning and Scheduling Timelines that are accessible in the Curriculum Engine. [OCI instructional Resources](#)

## **Early Dismissal**

The School District Policy requires that a parent, legal guardian, or another adult who the parent or guardian has indicated, in writing, must report to the



school office to sign the student out before the student is released for early dismissal from the school. Individuals who are picking up a student for an early dismissal MUST be listed on the Student Information System (SIS). This adult must always show photo identification prior to any early dismissal being granted.

Teachers should not release students for an early dismissal unless notified by the Main Office.

## **Electronic Devices for Students & Staff**

### **Students**

School District of Philadelphia policy prohibits the use of cell phones in schools by students and that cell phones may be confiscated if a student is found to be in possession of a cell phone or believed to be using the device inappropriately. School administrators are given the autonomy and flexibility to craft policies at the school level for the possession and use of cell phones in the school building. At this time, the Administration has determined that cell phones will not be permitted to be used in the building.

On the first offense, the cell phone will be confiscated and returned only to the parent or legal guardian who may pick the item up from the Climate Manager at the end of the school day. If the student violates the policy a second time, the item will not be returned and it will become school property. Students who repeatedly violate this rule will be subject to disciplinary action. The school will NOT be responsible for any lost, stolen, or damaged electronics.

### **Staff**

Electronic Devices are prohibited during instructional time.

### **Emergency Contacts**

In the event of an emergency, it is imperative that we have the most accurate contact information on file for each staff member. All staff members must complete the Emergency Information Google Form, which will be provided to them within the first few days of school. All Emergency Information Google Forms must be completed by August 26, 2022.

### **Emergency Evacuations**

1. For the safety of all persons occupying the building, most importantly, the students, it is essential that order be maintained and protocols be followed in the event of an emergency.

2. A decision will be made by the Administration on whether it is necessary to evacuate the building.
3. In the event of an evacuation, all staff and students are to proceed in an orderly manner and follow the fire drill directions.
4. Staff members should refer to the Safety Plan for all detailed emergency responses.

### **Emergency Lesson Plans**

1. Teachers must create five (5) days of emergency lesson plans for each course that is taught in their prospective Google Classrooms and ensure that they are replenished after each absence. **DUE:** Sep 13, 2024
2. Administrators must be invited to your Google Classroom along with the Roster Chair. In addition, emergency lesson plans must be made available via your Google Classrooms by the end of the first week in each reporting period (quarter). Teachers are to update emergency lesson plans after being absent for two days or more.
3. Emergency lesson plans must include a daily schedule, seating chart and a class list for each class period taught.
4. Emergency lesson plans must also include instructions for the substitute teacher.
5. Emergency lesson plans are used for emergency situations only. If you know that you will be absent, it is recommended to provide lesson plans that coincide with the current unit of study.

### **Employee Injuries**

1. Employees who are injured on The Promise Academy at Martin Luther King High School premises through accident or assault must be reported immediately to the Main Office, as well as to an administrator. The School Nurse will offer medical assistance when needed.
2. Documentation, which will include an EH-31, must be completed. If eligible, worker's compensation forms must also be completed the same

day. Assistance in completing these forms will be provided by the School Secretary.

3. In the case of assault, The Promise Academy at Martin Luther King High School Safety Officers will offer assistance. However, the injured individual must determine whether to press formal charges against the assailant. If the employee chooses to prosecute, a statement must be made to the 14th Philadelphia Police District, located at 43 West Haines Street, Philadelphia, PA 19138.

### **Excuse from Class Policy**

1. Students who are excused from class for a class trip or interscholastic activity must show an official note specifying the reason, date, and times that the student will be out of class. All students receiving an early dismissal for any reason must be entered in the SIS system.
2. Students who have an early dismissal for a sporting activity must provide a note from their coach on each occurrence, and it is the coaches' responsibility to advise the Main Office staff so these students can be recorded in SIS for the early dismissal and avoid a class cut issue.
3. Excuse from class is a privilege. Students who do not adhere to school policies should not be excused from class. All students excused from class must carry a hall pass, and there is to be no student movement for any reason, after 2:00 pm daily.

### **Fire Drill/Shelter-in-Place**

Fire drills are held throughout the school year.

1. Listen for the fire drill bell.
2. Fire Drill instructions must be posted in every classroom indicating how to leave the building safely.
3. Do not run. Move quickly to the assigned areas. Remain with your class. Maintain order, control, and discipline.
4. Teachers should carry a class list during the fire drill to account for the students in their class at the time of the drill or evacuation.

## **Fundraising Activities**

1. The Principal must approve all fundraising activities before they begin.
2. A written statement explaining the fundraising activity must be provided to the Principal.
3. No fund-raising money may be kept in school or at any employee's home. All monies collected must be given to the Principal on a daily basis. You will receive a receipt for all monies turned in to the Principal.
4. No activity money may be combined with another activity.
5. No money may be deposited into an employee's personal bank account.
6. Class sponsors are responsible and accountable for accurate bookkeeping and for all the money in their activities.
7. Failure to comply with the above procedures will result in disciplinary action.

## **Grading Policy**

Students will be assigned report card grades in accordance with the following:

A	90 – 100	Advanced
B	80 – 89	Proficient
C	70 – 79	Basic
D	60 – 69	Below Basic (Just Passing)
F	0 – 59	Failure (No Credit Earned)

## **Achievement Marks**

Achievement Marks are not cumulative from one marking period to the next. Each of the four reporting periods is averaged for a final grade at the end of the year. Students and families are to be informed of the teacher's grading policy, including the weighting of grading categories and policies for missing or late work, etc. There should be no "surprises" at report card time.

In addition to the records maintained by classroom teachers, students should be encouraged to keep a record of his or her progress. All teacher grade books, including online records, will be collected at the end of the school year.

## Honor Roll

***Distinguished:*** All A's in every subject; no unexcused absences/lateness for the reporting period. Students attaining Distinguished Honors who have up to and including three (3) unexcused absences/lateness will be considered instead for Meritorious Honors.

***Meritorious:*** All A's and B's in every subject; no unexcused absences/lateness for the reporting period. Students attaining Meritorious Honors who have up to and including three (3) unexcused absences/lateness will be considered instead for an Honorable Mention.

***Honorable Mention:*** All A's, B's, and one C in every subject; no more than three (3) unexcused absences/lateness for the reporting period.

Students who attain Honor Roll status will be celebrated school-wide.

## **Graduation Requirements and Promotion Standards**

In order to meet graduation requirements, students must do the following:

- Earn 23.5 credits, distributed in the manner noted below;
- Satisfactorily complete a Graduation Project; and, ACT158 requirements
- Graduating in the Class of 2021 or thereafter, successfully complete the Keystone Exams for Algebra 1, Biology, and English Literature by earning a score of 1500 or above on each.

<b>English</b>	4 Credits	English 1, 2, 3, 4
<b>Social Studies</b>	4 Credits	African American History, World History, United States History, and Social Science
<b>Mathematics</b>	3 Credits	Algebra 1, Geometry, Algebra 2
<b>Science</b>	3 Credits	Environmental Science, Biology, Chemistry
<b>Arts and Humanities</b>		2 Credits
<b>World Languages</b>		2 Credits
<b>Physical Education and Health</b>		1.5 Credits
<b>Electives</b>		4 Credits This includes 1 Credit in an additional Mathematics or Science Course or in an Advanced Placement Course in any area.

To be promoted to each grade, students must earn the following number of credits by the end of each year:

- 9<sup>th</sup> Grade to 10<sup>th</sup> Grade                      5 Credits
- 10<sup>th</sup> Grade to 11<sup>th</sup> Grade                      11 Credits
- 11<sup>th</sup> Grade to 12<sup>th</sup> Grade                      17.5 Credits

Students not earning the required number of credits will be retained.

### **Graffiti, Smoking, and Gambling**

1. Defacing school property, including the building and grounds and anything therein by writing, marking, or any other damage, is against the law.
2. Smoking or gambling on school property is also against the law.
3. Students who violate the law are subject to arrest and suspension.

### **Hall Passes**

1. The official school hall pass will be distributed to each classroom teacher and are color-coded by grade academies.
2. Students are required to carry the official school hall pass any time they are given permission to leave the classroom or any other designated area of the school and hall passes should only be given when absolutely necessary.
3. Hall passes may not be issued during the first fifteen (15) minutes and the last fifteen (15) minutes of the class period. Additionally, there should be absolutely no student movement during the last half hour of the school day beginning at 2:00 pm.
4. Teachers should be cognizant of and monitor the length of time that a student is out of their class, as well as their patterns for requesting and using hall passes.
5. Students may only use the bathroom during designated times.

### **Hallways**

1. Students are expected to move through the halls quickly and quietly. There is a three (3) minute transition period in between each class.

2. Students are not permitted to wander through the halls during class or lunch periods.
3. Students should use the bathroom closest to their rostered class.

### **Health Room**

If a student desires to visit the School Nurse, then they must first obtain a pass from their teacher. The Health Room (370A) is always open for emergencies. (Phone extension 606370)

All students who suffer from a chronic illness should be registered with the nurse. Also, students who are pregnant should also be registered with the nurse. The School Nurse is the only individual who is authorized to dispense prescribed medicine to students. Records are kept for those students in the event of an emergency requiring outside medical intervention.

### **Homebound Instruction**

1. The School District of Philadelphia offers Homebound Instruction for students who are unable to attend regular school because of a temporary or long-term documented medical issue.
2. Pregnancy is not considered an acute or chronic illness that requires homebound instruction. Exceptions will only be made if there are medical complications associated with the pregnancy.
3. Please notify the School Nurse and a School Counselor immediately if you believe there is a need for homebound instruction.

### **Homework**

Homework will be assigned in every rostered class at least two (2) times per week. Homework is an important and integral part of the learning process. Homework should have a direct connection to what was taught during the class session for that day. The completion of homework will help students grasp subject information, as well as improve overall class averages. Where appropriate, students should be given packets to reinforce prior learning during holiday breaks and long weekends.

### **Lesson Plans**

The Principal and Assistant Principals will begin to review lesson plans in September. A calendar of due dates for teacher lesson plans follows here and

must be adhered to unless permission has been received from an administrator for an alternate submission date. Every teacher is responsible for completing and submitting lesson plans and lesson plans must be easily accessible on the teacher’s desk at all times.

Please adhere to the following as it relates to lesson plans:

1. Lesson plans must be submitted to your Google Classroom by 8AM every Fridays
2. The lesson plan format identified for use in Learning Network 14 schools is to be used.
3. Small group instruction, as well as opportunities for intervention and enrichment, where appropriate, must be part of the lesson plans.
4. Lesson plans will reflect instruction to be delivered for the upcoming school week and must demonstrate alignment with the Pennsylvania Core and Academic Standards.
5. Viewing of any videos must be approved by an administrator at least one week prior to the planned showing and must be written in the lesson plan.
6. An administrator must approve recording devices of any type in a lesson plan.

<b>Principal Wilkins</b>	<b>Assistant Principal Dr. Mitchell-Precia</b>	<b>Assistant Principal TBA</b>	<b>Assistant Principal Dr. Crawford</b>
<ul style="list-style-type: none"> <li>• Special Education               <ul style="list-style-type: none"> <li>o High Inc.</li> <li>o Low Inc.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Social Studies</li> <li>• Career and Technical</li> <li>• PE/HE</li> </ul>	<ul style="list-style-type: none"> <li>• English</li> <li>• Foreign Language</li> <li>• Art</li> </ul>	<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Science</li> </ul>

**NOTE:** As a reminder, lesson plans are to be submitted to Google Classroom by 8AM every Friday.

**Professional Learning Community Meetings & Grade Group Meeting Schedule**

An emailed agenda will be sent before the meeting detailing items to be discussed, the time and date of meetings.



<b>Wednesday</b>	<b>Daily</b>	<b>Friday</b>
<b>Grade Group PLC's</b>	<b>Subject Based PLC</b>	<b>Faculty Meeting / Professional Development</b>
<b>9th Grade</b>	<b>Social Studies</b>	All Staff Members
<b>Dr. Mitchell-Precia -</b>	<b>Mitchell-Precia/ Dr. Flemming</b> 7:50am-8:30am	
<b>10th Grade</b>	<b>English</b>	
<b>TBA -</b>	<b>/Dr. Flemming</b> 10:10 am-10:50 am	
<b>11th Grade</b>	<b>Mathematics</b>	
<b>Dr. Crawford -</b>	<b>Crawford/ Koru</b> 9:25 am-10:05 am	
<b>12th Grade</b>	<b>Science</b>	
<b>Wilkins - Friday</b>	<b>Crawford /Bowman</b> 11:30 am-12:10 pm	
<b>Leadership Team/MTSS Meeting</b>	<b>Special Education Low &amp; High Inc.</b>	
Bi-Weekly Leadership Team 9:00 am-10:00	<b>Wilkins/Eubanks House</b> Tuesday - High Incidence 10:10 am-10:50 am Wednesday - Low Incidence 10:10 am-10:50 am	
<b>Leadership Team/MTSS Meeting</b>	<b>Electives/CTE Teachers</b>	
	<b>Tuney/Gerhard</b> 1:05pm-1:45pm <b>Sgt Adams</b> 1:05pm-1:45pm <b>Blick/Ramer/Johnson</b> 10:10am-10:50am <b>Corbett/Orr/Verlin</b> 1:05am-1:145pm	

## **Library Policy**

1. Teachers must schedule an appointment with the Main Office administrative staff before taking classes to the library. Reservations for library utilization will be logged on the designated register.

2. Visits to the library must be scheduled at least one week in advance and scheduled library visits must be reflected in the weekly lesson plan.
3. Teachers are not to write students hall passes to the library.
4. Students are not allowed access to the library unless their teacher has accompanied them. Teachers must accompany their class to the library and must remain with them the entire time that they are there.

### **Multi-Tiered System of Supports**

Multi-Tiered Systems of Support (MTSS) is a prevention framework that organizes building-level resources to address each individual student's academic and/or behavioral needs within intervention tiers that vary in intensity. MTSS allows for early identification of students who are at risk for poor learning outcomes. The increasingly intense tiers (*i.e.*, Tier 1, Tier 2, Tier 3), sometimes referred to as levels of prevention, represent a continuum of supports. [MTSS Resource](#)

### **Observation and Rating Process**

Professional staff evaluation, inclusive of the observation and rating process, is both a continuous improvement process and a positive professional procedure, which aims to provide purposeful and systematic feedback to classroom teachers and non-teaching professional employees with a focus on student learning and achievement.

The Administration has a responsibility to perform classroom observations and conduct work location visitations on a regular, consistent basis and to provide feedback, coaching, and professional assistance to temporary professional employees (TPEs) and professional employees (PEs) relative to curricular or program implementation, instructional or pupil personnel service delivery, and/or assessment of student learning. Lesson plans, as well as gradebooks, attendance records, and home-school contact information, are to be provided on demand.

Each TPE and PE at The Promise Academy at Martin Luther King High School and who is responsible for reviewing and approving their lesson plans, conducting walkthroughs and performing informal/formal observations of them, and facilitating the Student Learning Objective (SLO) process for them.

Despite the assignment of a designated administrator, it is important to note that ANY administrator with line rating authority may complete a walkthrough or observation at ANY time. Administrators with line rating authority include:

- Assistant Principal(s)
- Principal
- Assistant Superintendent, Acceleration Network & Learning Network 4
- Chief of Schools Officer
- Chief Academic Officer
- Chief Executive Officer/Superintendent of Schools

Walkthroughs and informal observations will begin in September and will end in June, with formal observations beginning in October and ending in May. Formal observations will be performed in accordance with the TPE or PE's standing in the District's professional growth system, while walkthroughs and informal observations will be completed on an ongoing basis for all staff.

When an administrator determines that an informal/formal observation is unsatisfactory, then the TPE or PE will be afforded the opportunity to have a conference with the administrator.

In accordance with the Pennsylvania Department of Education guidelines and the Collective Bargaining Agreement between the District and the Philadelphia Federation of Teachers ratings of teachers will be carried out as follows:

- **Semi-Annual Ratings**
  - Those holding an Instructional Level I certificate
  - Those who are probationary/non-tenured classroom teachers, including long-term substitutes
  - Those who are tenured classroom teachers, but who have been rated unsatisfactory within the previous three years
    - These staff members will receive semi-annual ratings for a period of three years following their unsatisfactory rating
  
- **Annual Ratings**
  - Those holding an Instructional Level II certificate
  - Those who are tenured classroom teachers

Non-teaching professional Employees, including, but not limited to School Counselors, School Nurses, and School Psychologists, will be rated semi-annually.

### **Preparation Periods**

Staff members who leave the building during their preparation period must sign out in the Main Office. Any staff member who needs to leave early due to an appointment or for personal business must first get permission from their designated administrator, or in his/her absence, the Principal.

**Preparation periods are not to be used as extended lunch periods, begin the school day later than the contractual time, or end the school day earlier than the contractual time.** Please make all appointments so they do not interfere with the working day!

### **Progress Reports**

1. Students and their parents/guardians should be aware of their academic standing in each class throughout the school year.
2. Progress reports will be mailed out no later than three weeks after the beginning of each quarter. The Administration will determine additional dates for progress reporting each quarter. The dates will be provided to teachers in a timely fashion.
3. Progress reports must include the current class average, as well as a listing of any missing assignments, including projects, quizzes, and tests. Students must then be provided with the opportunity to improve their current grades.
4. Students who have an average <70 must bring a signed progress report back to the teacher who sent it. The signed progress reports will be given to the administrator in charge of the grade level the student is in who will then ensure that a record of such is placed in the student's file.
5. Teachers must begin the MTSS process for any student who is in danger of failing and is to do so in a timely fashion. All CEH-14s must be forwarded for absences to Ms. Gorley, Attendance Champion, in the Main Office for truancy processing.

- 6. Ninth Grade Success Academy students who are assigned a failing grade by a teacher must first consult with the Ninth Grade Success Academy Assistant Principal who will give final approval.**
- 7. Students who have IEPs should not receive a failing grade without consulting the Special Education Compliance Monitor (SPECM). Assigning a student with an IEP is a possibility, however, it should rarely occur as when the determination has been made that an IEP student is unsuccessful in a course, the IEP Team should be convened in order to adjust the support in the student's IEP.**

## **Report Cards**

The School District of Philadelphia issues student report cards four (4) times during the academic year. The report card indicates the student's achievement mark and their behavior rating in each subject, as well as their attendance and credits earned to date. Students who have earned a failing mark in the final report period may not attend the prom or participate in class activities (*e.g.*, class trips).

## **Serious Incidents**

Incidents involving staff, students, parents, and/or visitors that are of a serious nature must be documented on an EH-31 Form, "Incident Report Follow-Up." A School Police Officer should be contacted so that they may document any injuries, assaults, thefts, verbal threats, etc. that take place in the school building or on other areas of the grounds as soon as possible.

## **Student Discipline**

Discipline is a process that incorporates teaching, modeling, and timely and appropriate responses to modify unacceptable behavior and conduct for the purpose of maintaining a safe and secure environment. An effective system of discipline ensures that the potential for disruptive behavior is minimized so that all students are able to receive the maximum benefits of education.

The most effective plan for student discipline is one that is implemented with fidelity, that is uniformity, regularity, and consistency, across the school. This means that everyone in the learning organization is on the same page from the Principal to the School Secretary. When this is done, no matter where they go, students are subject to the same norms and interventions and they receive the

same incentives for demonstrating or failing to demonstrate expected behavior and exhibiting appropriate conduct.

### **Key Points About Student Discipline**

1. Student discipline begins in the classroom. The first line of intervention should begin with the establishment of consistent and equitable classroom norms that are clearly posted for all students to read.
2. Teachers should have a conversation with any student who does not adhere to the established class norms.
3. Families should be contacted by phone when a student does not respond to initial instructional interventions implemented by the teacher. Accurate records of all phone calls to parents/caregivers must be documented.
4. Teachers may assign detention before or after school or at lunch for students who do not adhere to class norms. Students, as well as their families, must be given proper notification when a detention is assigned.
5. Corporal Punishment is *NEVER* an accepted form of punishment. ***The use of Corporal Punishment will result in disciplinary action, which may include termination.***
6. Students who do not respond to interventions should be referred to the MTSS process. Culture and Climate Staff should also be notified.
7. Teachers may contact School Police if a serious incident occurs or dial 6 to contact the Main Office and request assistance from a Climate Support Specialist or Student Climate Staff.
8. Official Office Role should be completed for serious infractions of the Student Code of Conduct that necessitate a higher level of disciplinary attention. All completed ODRs must be forwarded to the Climate Manager(s). Teachers should maintain a copy of all ODRs written and submitted.
9. When deemed appropriate, suspension will be implemented as one of the disciplinary measures that are a part of the discipline process.

**Out-of-school suspensions must be reviewed and approved by an administrator.**

**Teacher Allotments**

1. All teachers will receive \$200.00 in their paycheck for their allotment as per the PFT CBA.
2. Allotment money is intended for the purchase of materials, supplies, and other resources to be used with and for the benefit of students.
3. Allotment money **may not** be used to purchase personal items.
4. Receipts are to be provided to the Principal or Designee by the date specified, otherwise, the allotment money will be retroactively deducted from your paycheck. Please forward all receipts in a sealed envelope with your name and employee ID number clearly printed on the outside of the envelope and take it to the Main Office as soon as possible.

**Textbooks, Materials, and Supplies**

1. Students will be issued textbooks and other supplies in their classes.
2. Students must sign a contract when receiving any school-issued materials.
3. Students are responsible for appropriately maintaining and returning all borrowed materials.
4. Students who do not return borrowed materials must pay for them.
5. Students who do not pay for unreturned materials will not be permitted to participate in the Commencement Convocation (Graduation), receive report cards, or obtain transcripts until the debt has been settled.