Student-Parent Handbook 2024-2025



Martin Luther King High School

6100 Stenton Avenue Philadelphia, PA 19138 **Telephone (215) 400-3500 Fax (215) 400-3501**

Mrs. Keisha Wilkins, Principal
Dr. Angela Crawford, Assistant Principal
Dr. Stacey Mitchell-Precia, Assistant Principal
Mr. Jamal-Kalee Ferguson, Climate Manager
Ms. Shanell Potts, Climate Manager
Mr. Antonio Anderson, Climate Manager

History

The tradition of this great school began with groundbreaking ceremonies in 1969. Conceived initially as Northwest High School, the name was changed to honor the significant, recently slain civil rights and human rights leader, Dr. Martin Luther King, Jr. When the school opened its doors in February of 1972, it was "paired" with Germantown High School; MLK sent its students to that nearby school to complete their junior and senior years. This concept was dismissed in favor of permitting MLK to be a four-year comprehensive high school; it graduated its first class in June of 1977.

School Seal, Crest, Motto, and Colors

The star in the seal of our school symbolizes Dr. King's dream for all of humanity and the dream that all students at MLK are expected to have for their future endeavors. The school motto, "I Have a Dream," was taken from Dr. King's famous 1963 speech. The school's crest, a gold shield bearing four purple plates, represents knowledge, art, science, and the humanities. MLK's colors, Purple and Gold, symbolize royalty, indicative of King's name, and remind us of the ultimate sacrifice Dr. King and countless others made for social justice, equal rights, and authentic peace.

Vision Statement

The teachers, administrators, and staff of The Promise Academy at Martin Luther King High School, in collaboration with parents, guardians, community members, and others, are committed to ensuring that all MLK students are respected for who they are and are empowered to grow academically and personally. We are a student-centered school where everything we do is directly aligned with student success. We believe in every student's worth, intelligence, unique gifts, and dignity. We passionately and with a sense of urgency are devoted to constantly creating and maintaining a safe, orderly, and secure environment where high levels of teaching and learning occur and where our students understand that they are royal scholars whom we expect to represent the great legacy of Dr. King.

One Community, One School, One Focus...Student Success

Important Contacts

Principal Mrs. K. Q. Wilkins
Assistant Principal Dr. A. Crawford

Assistant Principal Dr. S. Mitchell-Precia Manager of Culture and Climate Mr. J.K. Ferguson

Manager of Culture and Climate Mr. S. Potts
Manager of Culture and Climate Mr. A. Anderson
Climate Support Specialist Mr. S. Colson

Academic English Coach

Academic Math Coach

Athletic Director

Dr. S. Flemming

Mx. T. Koru

Ms. R. Johnson

Building Engineer Mr. F. Miller
Cafeteria Manager Ms. S. Chandler
Attendance Liaison Mr. L. Brown

PBIS Coordinator Ms. M. Jeihani-Murungi

Guidance Counselor, 9th - 10th Ms. S. Yates Guidance Counselor, 11th - 12th Ms. S. Sabree

Behavioral Health Counselor Ms. I. Parkinson Main Office Support Ms. M. Gorley

Music Director Mr. J. Lang
Occupational Therapist Ms. M. Leister

Roster Chair Mrs. D. Void-Boston

School Nurse Mrs. D. Coleman
School Police Sergeant Sgt. K. House
School Psychologist Mrs. K. Manley

School Secretary Mrs. S. Brown Special Education Case Manager Dr. A. Eubanks

Speech Therapist TBA

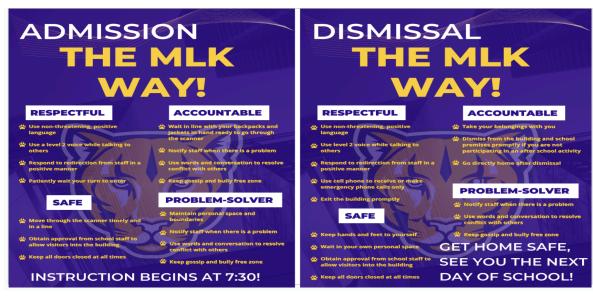
Teen Elect (Parent Program) Mrs.T. Pavlovic

Vocational Itinerant Ms. T. Booker

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PBIS

We are a PBIS School. **PBIS** is a decision-making framework for school systems to implement to improve student academic and behavioral outcomes by using **universal** language and norms, consistent behavioral teaching practices, consistent behavioral response guidelines, and data to guide procedural and policy decisions.







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Academic School Year Calendar <u>Academic School Year Calendar</u>

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)

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

October 2024 | 21 Student Days; 22 Staff Days

3rd: Rosh Hashanah; Schools closed for students and staff;
 Administrative offices closed

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 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)

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)

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

January 2025 | 18 Student Days; 19 Staff Days

 1st: New Year's Day; School closed for students and staff; Administrative offices closed

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- 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

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

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

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

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

2024-2025

ML	.K 2024-202	25 Bell Schedule
Advisory	←→	730-7:50
1	\longleftrightarrow	7:50-8:37
2	←→	8:41 - 9:28
3	←→	9:32-10:19
4		10:23-11:10 Lunch 9th/12th Low Inc
5	←→	11:14-12::01
6	←→	12:05- 12:52 Lunch 10th/11th
7	\longleftrightarrow	12:56- 1:43
8	←→	1:47- 2:34

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Academic Norms

1. Come Prepared to Learn	 Bring supplies to class Bring required materials Bring in homework and be prepared with prior reading(s).
2. Embrace New Learning Opportunities	 Be open-minded Be an active listener Be willing to understand others' perspectives
3. Represent the Legacy of Dr. Martin Luther King, Jr.	 Resolve conflicts peacefully Value and appreciate education Have a positive impact in your school community Be involved in the school community

Behavioral Norms

1. Respect Others	 Listen to others when they speak Listen to teacher/staff while they provide directions Ask before touching things that belong to others Apologize when you make a mistake Call people by their names Leave things as you found them Use kind and caring words
2. Use Appropriate Language	 Speak politely Use respectful language with classmates and adults Think before you speak No racial or sexual epitaphs
3. Demonstrate Appropriate Behavior	 Respect everyone's personal space No bodily contact No horse playing

Academies

MLK is divided into four Grade Academies: a 9th Grade Academy, a 10th Grade Academy, an 11th Grade Academy, and a 12th Grade Academy. Each Academy is housed in a specific section of the school. The locations of the houses are as follows:

 $9^{\rm th}$ Grade/House 126 $10^{\rm th}$ Grade/House 226 $11^{\rm th}$ Grade/House 326 $12^{\rm th}$ Grade House 300

Announcements

Announcements are typically made during Advisory and may be made on an as-needed basis throughout the day. Students are expected to be quiet during announcements out of respect and necessity: Respect for the speaker and to hear important information that may directly apply to them. In addition, information will be provided on your Class Year Google Classroom page.

Attendance

School Attendance is required by law for all children ages 6 to 18. It is part of a student's permanent student profile. Poor attendance may place a student in academic jeopardy. Parents/guardians are expected, among other things, to do the following relative to the attendance of their child or children:

- 1. Ensure their children are enrolled and attend school regularly, on time, and for the entire day.
- 2. Establish reasonable, age-appropriate curfews and bedtimes.
- 3. Make personal appointments for their child outside the school day or during school breaks as often as possible.

- 4. Provide a written excuse for every absence when their child returns to school. For personal illnesses that last more than three days, official documentation from a medical doctor is required for absences to be excused.
- 5. Understand that students absent ten consecutive days (ten days in a row) without parental/guardian notification to the school are dropped from the school roll.
- 6. Re-admit their child if they have been dropped from the school roll.
- 7. Expect notification from the school if their child is absent.
- 8. Notify the school when you know that your child/ren will be absent by filling out this form:

Students are expected, among other things, to do the following relative to their attendance:

- 1. Scan in with their ID upon entering the school and report directly to their First Period/Advisory to be marked present and to maintain accurate attendance records.
- 2. Attend school every school day and arrive on time. Students are late at 8:01 am. Students will enter through the Gymnasium doors. Members of the Small Learning Community will enter through Haines Street.
- 3. Understand that any combination of 18 absent days and/or late arrivals may result in being excluded from <u>all</u> school activities, including class trips; sports events; prom, and the graduation ceremony.
- 4. Attend any conferences or comply with any other measures the school establishes to address any attendance problems.
- 5. Remember that much of success is just showing up. Show up and be on time.

Community Service

Students who complete community service may be eligible to earn credits, provided the community service is conducted at a facility approved by their teacher or another relevant adult at MLK. Students will not receive community service credit if they receive financial compensation for the service done. Students can earn a maximum of one community service credit per school year, where 60 hours of community service corresponds to one-half credit and 120 hours of community service corresponds to one full credit. Community Service hours cannot satisfy or take the place of graduation requirements.

Counseling

The counseling staff supports all students academically, socially, and emotionally. The Guidance Counselors assist students with their goal to succeed academically and to graduate from high school. The Guidance Counselors also help prepare students for life after high school by allowing them to select and successfully apply to a post-secondary institution (e.g., community college, four-year college, technical or vocational school) or by helping them to enter the workforce (workforce readiness). Parents and Guardians are encouraged to contact the counselors anytime with questions, comments, or concerns. The counseling staff is here to serve. Ms. Yates (9th & 10th Grade) can be reached at extension 1262, and Ms. Sabree (11th & 12th Grade) can be reached at extension 6063267.

Climate/Culture

Climate Managers, Deans, and Climate Support Staff can enforce the School and District Code of Student Conduct. Students aware of a problem are encouraged to seek the assistance of the Climate Staff assigned to their grade before the situation worsens. Help the Deans and the other Culture and Climate Staff address issues before escalating.

Early Dismissal

Students are expected to remain in school for the entire scheduled school day. Students who repeatedly leave school early may place themselves in academic jeopardy. The student must inform an appropriate adult (teacher, Guidance Counselor, Climate Staff) of their reason for leaving early, and a note must support this.

Electronic Devices

Please remember that this is school, and your current job is to get an education. This is not home. This is not the street. This is not your personal space. The adults in this building are committed to acting in ways that further your best interests as you become successful, productive, and civic-minded adults. Unless indicated otherwise by the teacher, the following rules apply:

- 1. No cameras, pointers, beepers, cell phones, or use of other electronic devices during class.
- 2. No wearing earphones, earpods, or headphones during class;
- 3. No listening to music or anything else on your phone during class.
- 4. No playing of games on your phones during class;
- 5. No sending or receiving texts during class.
- 6. No making or receiving phone calls.

Failure to abide by these rules may negatively affect your grade, set you up for not being able to keep a job because you will not have learned how to be in a room for 45 minutes without using your phone, and possibly lead to disciplinary action.

Field Trips

During any field trips, students are reminded that they are representing Martin Luther King High School and the legacy of Dr. Martin Luther King, Jr. Students are to behave themselves accordingly and follow the directions of the accompanying adults.

Fire Drill/Shelter-in-Place

LISTEN FOLLOW INSTRUCTIONS WALK QUICKLY
WALK SILENTLY REMAIN WITH YOUR CLASS

Grading Scale

Letter Grade	Meaning	Percent
A	ADVANCED	90-100
В	PROFICIENT	80-89
C	BASIC	70-79
D	BELOW BASIC	60-69
F	FAILURE TO PASS	0-59

Students at MLK will follow a Regular Bell Schedule. Students will have the opportunity to earn eight(8) credits per year. Each class will last for the duration of the school year. Unless you are told otherwise, your final grade for a given class will be given at the year's end, consisting of four marking periods.

Grades are not cumulative from one Marking Period to the next. This means that students start with a clean slate at the start of each marking period. A student's final grade will be the average of the four marking periods, including any applicable adjustments.

Honor Roll (Calculated per quarter)

Distinguished: A's in every subject with no unexcused absences or late arrivals.

Meritorious: Only A's and B's in every subject with no more than three (3) unexcused absences or late arrivals.

Honorable Mention: Any combination of A's and B's with no more than 1C; no more than three (3) unexcused absences or late arrivals.

Students who make the Honor Roll (Distinguished, Meritorious, Honorable Mention) will be recognized and acknowledged.

Graduation Requirements

To meet graduation requirements, all students must have earned 23.5 credits and have completed a Multidisciplinary Service Learning Project.

Subject	Required Credits	Required classes
English	4	English I, II, III, and IV
Math	3	Algebra I, Geometry, Algebra
		II
Science	3	Physical Science, Biology,
		Chemistry
Social Studies	4	World History,
		African-American History,
		American History, Social
		Science

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World Languages	2	Spanish
Health	.5	
Physical Educations	1	
Math/Science Elective	1	Statistics;
		Environmental Science
Arts and Humanities	2	Art;
Elective		Poetry
Other Electives	3	

Act 158 Graduation Pathways

Act 158 of 2018 (Act 158), signed into law by Governor Tom Wolf on October 24, 2018, provides alternatives to Pennsylvania's statewide requirement of attaining proficiency on the three end-of-course Keystone Exams (Algebra I, Literature, and Biology) for a student to achieve statewide graduation requirements.

- Pathway 1 Keystone Proficiency
- Pathway 2 Keystone Composite
- Pathway 3 CTE Concentrator
- Pathway 4 Alternative Assessment
- Pathway 5 Evidence-Based

Graffiti, Gambling, Cigarettes or Drugs

Defacing school property with writing, marking, or damage is against the law. Gambling on school property is against the law. Smoking on school property is against the law. Having, selling, or using illicit drugs is against the law. Do not engage in any of these activities. Students who violate the law are subject to detention, suspension, expulsion, and arrest.

Hall Passes and Hallways

- NO hall passes during the first and last 15 minutes of class.
- NO students are in the hall without a valid pass *unless* the student is specifically supposed to be there. For example, when it is time to transition between classes.
- Students are expected to move through the halls quickly and reasonably quietly.
- NO hall walking during class or lunch periods.
- Students should use the bathroom closest to the teacher's room from which they received the pass.

Health Room

If you wish to visit the nurse, you must obtain a pass from your teacher. The Health Room has a schedule of times that students can be seen. The Health Room is always open for emergencies. All students with chronic diseases should let the nurse know about this. Students who are pregnant should let the nurse know this. Only the school nurse can dispense prescribed medicine to students. Records are kept for those students in the event of an emergency requiring outside medical intervention.

Home and School Association

Students' school experiences will likely be more meaningful if their families and guardians work with and are involved in the school. Please encourage the adults in your lives to get involved with MLK's Home and School Association. The Contact Person is Ms. Khym Lawson in the Alumni Office.

Homebound Instruction

The School District of Philadelphia offers a Homebound Instructional Program for students who cannot attend regular school because of an acute or chronic illness or other documented temporary or long-term medical situation.

Pregnancy is not considered a situation that requires homebound instruction

unless there are extenuating medical complications. Please notify your counselor immediately if you think there is a need for homebound instructions.

Homework

Students should expect to receive homework from each of their rostered classes at least three times per week. The proper use of homework serves several important functions, including, but not limited to, helping students with the following:

- Responsibility
- Perseverance
- Learning

- Critical Thinking
- Time Management

Keystone Testing

The Keystone Exams are end-of-course assessments designed to assess proficiency in three subjects: Algebra I, Literature (English II), and Biology. In future years, pending funding, additional Keystone Exams will be administered. The Keystone Exams are one component of Pennsylvania's high school graduation requirements system. Keystone Exams will be administered from May 12, 2025 – May 23, 2025.

Lockers

All lockers, including those assigned to students, are the property of the School District of Philadelphia. The school may search any locker in the building at any time.

Lost & Found

Please adhere to the rules posted outside of the Lost & Found located in the School Police office.

Medication

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Regarding Administration of Medication and/or Assisting with the

Self-Administration—as required by the Commonwealth of

Pennsylvania—all medications, except asthma inhalers and anaphylaxis

medication, shall be stored in a secure, separate locked box, drawer or

cabinet. The school nurse will provide the required forms to be completed by

a Primary Physician or other medical personnel. Students who need to take

medication during school hours must bring an official and satisfactory

document. The document must include the dosage (time, amount, dates).

Physical Education

If a student needs to be excused from participating in PE class for medical

reasons, a signed note from a parent/guardian is sufficient for the FIRST TIME

(up through a week) that participation is impossible. After that, an official

notification from a medical doctor is REQUIRED to excuse a student's

non-participation. Students who fail to participate or dress for PE receive a

zero each day, which occurs without a proper note.

Report Cards

Report Cards are issued four times per academic school year. They display

current grades and total credits earned. Any student failing the fourth

marking period CANNOT attend the prom.

TERM 1

Dates: 8/26/24-11/7/24

Full Instructional Days: 49

Early Dismissal Instructional Days: 1

Interim Reports Due: 9/23/24

20

Report Card Conf: 11/15/24

TERM 2

Full Instructional Days: 38

Early Dismissal Instructional Days: 2

Interim Reports Due: 12/9/24

Report Card Conf: 1/30-25-1/31/25

Early Dismissal Instructional Days: 2 Interim Reports Due: 12/15/23

Report Card Conf: 2/1/24-2/2/24

TERM 3

Dates: 1/23/25-3/21/25

Full Instructional Days: 36

Early Dismissal Instructional Days: 4

Interim Reports Due: 2/19/25

Report Card Conf: 3/27/25-3/28/25

TERM 4

Dates: 3/24/25-6/13/25

Full Instructional Days: 46

Early Dismissal Instructional Days: 5

Interim Reports Due: 5/2/25

Rosters

The school provides all students with a roster. The Roster Office must approve all roster changes.

School Colors

Purple, Athletic Gold, and White

Act 158

Act 158 of 2018 (Act 158), signed into law by Governor Tom Wolf on October 24, 2018, provides alternatives to Pennsylvania's statewide requirement that students attain proficiency on the three end-of-course Keystone Exams (Algebra I, Literature, and Biology) to achieve statewide graduation requirements.

- Pathway 1 Keystone Proficiency
- Pathway 2 Keystone Composite
- Pathway 3 CTE Concentrator
- Pathway 4 Alternative Assessment
- Pathway 5 Evidence-Based

Service Learning Project (Formally known as the Senior Project)

The School District of Philadelphia requires Service Learning Project as a graduation requirement in compliance with the Pennsylvania Department of Education mandate: "Requirements shall include...completion of a culminating project. The purpose of the culminating project is to assure that the students are able to apply, analyze, synthesize, and evaluate information and communicate significant knowledge and understanding." The Service Learning Project is a yearlong learning experience that enables students to apply their thinking skills to a new multi-dimensional project and communicate that learning to a third party to demonstrate deep knowledge and understanding.

All seniors must complete a service learning project and oral presentation to fulfill the requirements for graduation. The time assigned by the teacher must complete projects.

Student Government Association

The purpose of Student government is to promote leadership skills, instill democratic principles, and encourage school spirit. As a student-run organization representing the entire student body, SGA allows students to express concerns and take a stand on important issues.

Student IDs

All students must always carry their identification cards and show them to any administrator, teacher, or staff member upon request. Students must use their student ID card to gain access to the school and to school activities.

Student Searches

Students and their belongings must go through a metal scanner upon entering the school. The School District of Philadelphia, and by extension MLK High School, reserves the right to conduct school-wide and individual searches of students and their belongings. Students are responsible for checking their clothing and belongings for any weapons or prohibited items before entering school.

Textbooks

Students are responsible for returning any textbooks issued to them. Students who do NOT return borrowed materials nor pay for them are subject to forfeiting attendance at the graduation ceremony and the right to obtain an official transcript.

Transportation

Eligible students can receive a keycard from a designated staff member during their assigned lunchtime on Thursday and/or Friday only. If a student is absent during keycard distribution, he/she must produce a legitimate note.

Uniforms

All students must wear the school uniform shirt assigned to their grade level (issued by the school) and knee-length khaki pants or skirts.

- 09 Navy Blue Shirt and Khaki Pants
- 10 Red Shirt and Khaki Pants
- 11 Tan Shirt and Khaki Pants
- 12 Black Shirt and Khaki Pants

Visitors

Visitors must sign in at the Visitor's Welcoming Desk at the Main Entrance on Stenton Avenue. All visitors and their belongings must pass through the metal scanner.

Weapons

No weapon of any kind is permitted on school grounds or property, where school grounds or property includes property owned by any vendor under contract with the School District of Philadelphia. A weapon includes but is not limited to, any of the following: any object, device, or instrument that is designed as a weapon or through its use is capable of threatening or producing bodily harm; any firearm, whether loaded or unloaded; cap guns; simulated guns, pellet guns or BB guns; knives; box cutters; cutting instruments; scissors; mace; simulated weapons; or laser pointers. Students found possessing, carrying, or using a weapon on school property, at a school program or school-sponsored event, or while traveling to or from school (including on a

school bus or public transportation) will be subject to arrest and expulsion. Possession of a weapon includes a weapon or weapons found on the person of a student or in the student's bag, desk, locker, or other extension of the student. If a student uses an object as a weapon, such an object will be considered a weapon. A student violates this rule regardless of the student's intention (i.e., no intent to use the object as a weapon or use of the weapon as self-defense).

Student Code of Conduct Student Pledge

As a royal scholar at The Promise Academy at Martin Luther King High School, I pledge to follow this Code of Conduct, respect others and myself, and treat everyone in my school community with fairness and consideration. I will adhere to the Academic and Behavioral Norms outlined in this Code and ask for help when needed.

	Student's Signature:		

Parent/Guardian/Caregiver Pledge

As a member of my child's school community, I have read and understand the Code of Conduct and agree to support it. I understand that I play a critical role in maintaining an environment where

learning is celebrated. I understand the importance of, and expect, open communication with, the adults at MLK, and I pledge to provide positive support for my child to the best of my ability.

	Parent/Guardian/Caregiver's Signature:
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