

# **Hill-Freedman World Academy Middle School Student Handbook 2017-2018**



**Hill-Freedman World Academy**  
***Leeds Campus***  
**The School District of Philadelphia**

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Head of School/Principal: Mr. Anthony Majewski  
Assistant Principal: Ms. Stephanie Carroll

*Lifelong learners committed to being knowledgeable, caring  
and internationally-minded citizens.*

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**We respect ourselves, our time, our space and our world.**

## Introduction and General Information

This Student Handbook is designed to provide students, families, and staff with a clear set of expectations for life as a student at Hill-Freedman World Academy. All of the policies and information outlined in the following pages have been set to support our overall goal of providing a safe, rigorous learning environment that honors the individuality and the worth of all of our school community members. Students are responsible for adhering to all of the policies from this point forward.

As the need arises, there may be changes to the policies or the enforcement of the policies. Changes will take place only with administrative approval. Changes are communicated to students and families through any of the following modes of communication: announcements, all-calls, memos, emails, website announcements, and/or handbook updates. When changes to policies or enforcement are announced in school, students are responsible for honoring those changes, no matter the mode of communication.

## Principal's Message

Scholars,

Welcome back to another school year at Hill-Freedman World Academy. We look forward to a year where we discover as a community what it is to be an international school under the guidance of our International Baccalaureate Middle Years and Diploma Programmes. Our school's mission has not changed:

***Our mission is to provide a rigorous academic learning environment that fosters lifelong learners who are committed to being knowledgeable, caring and internationally-minded citizens.***

Our ultimate goal is provide each of you a safe place to learn, ask questions and discover your gifts. As a Hill-Freedman student we want to open your minds to the world to prepare you for the 21st century job market. Some of the skills and understandings you will need include: intergroup empathy, valuing diversity, environmental sustainability, and a felt responsibility to act for the betterment of the world.

Finally, I encourage each of you to seek out a staff member in the building to serve as a safety net for times when you need someone to listen to you and provide guidance and support.

Have a great 2017-2018 school year.

Anthony Majewski  
Head of School/Principal  
Hill-Freedman World Academy

## Staff Contact Information

### Administrative Team

Anthony Majewski	Principal	Office	afmajewski@philasd.org
Stephanie Carroll	Assistant Principal	215	scarroll2@philasd.org
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Jane Cordero	Secondary SEL/Transition Coordinator	123	jcordero@philasd.org
Tina Carugno	Counselor	231	tcarugno@philasd.org
Flynn Skidmore	Counselor	135	fskidmore@philasd.org

### Middle School Teachers

Melissa Bloch	LL/IS, 6th grade	112	mbloch@philasd.org
Mark Russo	Math/Science, 6th grade	111	marusso@philasd.org
Dylan Konefsky	Science, 7th-8th grade	110	dkonefsky@philasd.org
Colin Doyle	STEM, 6th-8th grade	108	cdoyle@philasd.org
Andrew Kammerle	Math/Science, 7th-8th grade	107	aekammerle@philasd.org
Jaclyn Toal	Math/Science, 7th-8th grade	117	jtoal@philasd.org
Sarah Willis	LL/IS, 7th-8th grade	128	swillis2@philasd.org
Tyler Bond	IS, 6th-8th grade	130	tbond2@philasd.org
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## 2017-2018 Calendar

September 5, 2017	First Day of School for Students	8:00am-3:04pm
September 21-22, 2017	Rosh Hashanah	Schools Closed
October 27, 2017	Professional Development	Early Dismissal (12pm)
November 7, 2017	Election Day	Schools Closed
November 10, 2017	Veterans' Day	Schools Closed
November 21, 2017	Evening Report Card Conferences	6:30pm-8:30pm
November 22, 2017	Report Card Conferences (Half Day)	Early Dismissal (12pm)
November 23 - 24, 2017	Thanksgiving Holiday	Schools Closed
December 8, 2017	Professional Development	Early Dismissal
December 25 - 29, 2018	Winter Recess	Schools Closed
January 1, 2018	New Year's Day	Schools Closed
January 2, 2018	Professional Development	Staff Only
January 3, 2018	Return from Winter Recess	8:00am.-3:04pm
January 15, 2018	Dr. Martin Luther King Day	Schools Closed
February 15 and 16, 2018	Report Card Conferences (Half Day)	Early Dismissal (12pm)
February 19, 2018	President's Day	Schools Closed
March 16, 2018	Professional Development (Half Day)	Early Dismissal
March 29 – April 2, 2018	Spring Recess	Schools Closed
April 27, 2018	Professional Development	Early Dismissal
May 3 and 4, 2018	Report Card Conferences (Half Day)	Early Dismissal (12pm)
May 15, 2018	Pennsylvania Primary Election Day	Schools Closed
May 18, 2018	Professional Development (Half Day)	Early Dismissal
May 28, 2017	Memorial Day	School Closed

**June 12, 2017**

**LAST DAY OF SCHOOL FOR STUDENTS**

**Bell Schedule**

	<b>Regular Schedule</b>		<b>Early Dismissal</b>		<b>Mondays</b>  <b>Inquiry School-wide</b>	<b>Wednesdays</b>  <b>Study Hall HS Electives MS</b>
<b>1<sup>st</sup></b>	<b>8:00 Start Bell</b> <b>8:10 1<sup>st</sup> Period Bell</b>  <b>8:10 – 9:10</b> <i>PT 9:10-9:14</i>			<b>1<sup>st</sup></b>	<b>8:00 Start Bell</b> <b>8:10 First Period Bell</b>  <b>8:10 – 8:50</b> <i>PT 8:50-8:54</i>	<b>8:00 Start Bell</b> <b>8:10 First Period Bell</b>  <b>8:10 – 8:50</b> <i>PT 8:50-8:54</i>
<b>2<sup>nd</sup></b>	<b>9:14– 10:14</b> <i>PT 10:14-10:18</i>	<b>1<sup>st</sup></b>	<b>8:00 Start Bell</b> <b>8:10 1<sup>st</sup> Period Bell</b>  <b>8:10-8:40</b> <i>PT 8:40-8:43</i>	<b>2<sup>nd</sup></b>	<b>8:54-9:44</b> <i>PT 9:44-9:48</i>	<b>8:54-9:44</b> <i>PT 9:44-9:48</i>
<b>3<sup>rd</sup></b>	<b>10:18 – 11:18</b> <i>PT 11:18-11:22</i>	<b>2<sup>nd</sup></b>	<b>8:43-9:13</b> <i>PT 9:13-9:16</i>	<b>3<sup>rd</sup></b>	<b>9:48-10:38</b> <i>PT 10:38-10:42</i>	<b>9:48-10:38</b> <i>PT 10:38-10:42</i>
<b>4<sup>th</sup></b>	<b>11:22-11:52</b> <b>MS Lunch</b> <i>PT 11:52-11:56</i>	<b>3<sup>rd</sup></b>	<b>9:16-9:46</b> <i>PT 9:46-9:49</i>	<b>4<sup>th</sup></b>	<b>10:42-11:12</b> <b>MS Lunch</b> <i>PT 11:12-11:16</i>	<b>10:42-11:12</b> <b>MS Lunch</b> <i>PT 11:12-11:16</i>
<b>5<sup>th</sup></b>	<b>11:56-12:22</b> <i>PT 12:22-12:26</i>	<b>7<sup>th</sup></b>	<b>9:49-10:19</b> <i>PT 10:19-10:22</i>	<b>5<sup>th</sup></b>	<b>11:16-11:32</b> <i>PT 11:32-11:36</i>	<b>11:16-11:32</b> <i>PT 11:32-11:36</i>
<b>6<sup>th</sup></b>	<b>12:26-12:56</b> <b>HS Lunch</b> <i>PT 12:56 -1:00</i>	<b>8<sup>th</sup></b>	<b>10:22-10:52</b> <i>PT 10:52-10:55</i>	<b>6<sup>th</sup></b>	<b>11:36-12:06</b> <b>HS Lunch</b> <i>PT 12:06-12:10</i>	<b>11:36-12:06</b> <b>HS Lunch</b> <i>PT 12:06-12:10</i>
<b>7<sup>th</sup></b>	<b>1:00-2:00</b> <i>PT 2:00-2:04</i>	<b>4<sup>th</sup></b>	<b>10:55-11:25</b> <b>MS Lunch</b> <i>PT 11:25-11:28</i>	<b>7<sup>th</sup></b>	<b>12:10-1:00</b> <i>PT 1:00-1:04</i>	<b>12:10-1:00</b> <i>PT 1:00-1:04</i>
<b>8<sup>th</sup></b>	<b>2:04 – 3:04</b>	<b>6<sup>th</sup></b>	<b>11:28-12:00</b> <b>HS Lunch</b>	<b>8<sup>th</sup>/ IB</b>	<b>8<sup>th</sup> Period</b> <b>1:04-1:54</b> <i>PT 1:54-1:58</i>	<b>INQUIRY</b> <b>1:04-2:10</b> <i>PT 2:10-2:14</i>
				<b>Ad/ 8<sup>th</sup></b>	<b>INQUIRY</b> <b>1:58-3:04</b>	<b>8<sup>th</sup> Period</b> <b>2:14-3:04</b>

## Mission and History

### ***Our Mission***

Our mission is to provide a rigorous academic learning environment that fosters lifelong learners who are committed to being knowledgeable, caring and internationally-minded citizens.

### **The IB Mission Statement**

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

### ***Our Mantra***

I believe in me.  
I know I can do it.  
I won't give up.

### ***Our History***

#### **JOSEPH E. HILL (1855-1892)**

Joseph E. Hill was born in Philadelphia in the summer of 1855. He began his earliest education with Miss Ada H. Hinton on Locust Street above Sixth Street and later attended the James Forten School. He graduated from the Institute for Colored Youth in June of 1873.

Most of his adult life was spent as an instructor in the Institute, which, in later years, became Cheyney State Teachers' College. He also attended Bryant and Stratton's College of Commerce and the Pennsylvania School of Industrial Arts where he excelled with honors. He was most noted by his contemporaries as being an outstanding teacher and a tireless worker, devoting his time to schoolwork even during his vacations. He had a genius for organizing and possessed an enthusiasm so necessary to success.

For several years he served as librarian of the Central Presbyterian Church Sunday School. In 1881, he and seven others organized the Amphion Society- a colored male choral association that achieved much prominence at the time. He lived in a high moral plane always and set the best example to the hundreds of scholars who came under his care during his lifetime. He died of pneumonia on January 18, 1892.

#### **SAMSON L. FREEDMAN**

Samson Freedman was a teacher who dedicated his life to improving relations between people. He was the force behind establishing the District Six Human Relations Teachers Group. One of the first projects was to place a plant, something growing, in every classroom in the District. His idea to establish the School of Humanities as a pilot summer school program was a great success and it progressed to the beginning of the School of Humanities, which is now an example for alternative education.

He worked with the NAACP Northwest Branch, to help alleviate problems during the 1960's. He was a prime mover in the acceptance of the P.F.T. to help teachers gain more recognition. He was a President of the Greater West Oak Lane Coordinating Council, an umbrella group of all the neighborhood civil groups. After his term was completed, he started a northwest neighbors group to help stabilize a changing neighborhood population shift. He was a leader in his synagogue and lived his beliefs.

Mr. Freedman wanted the kids to have the best. He worked with them and for them, in not only teaching, but in the broader educational term: educate them for behavior, for life.

**MORRIS E. LEEDS (1869-1952)**

Morris E. Leeds was an electrical engineer known for inventions in the fields of electrical measuring devices and controls. He was a graduate of Haverford College and the University of Berlin, and received numerous awards for his work. He was inducted into the Academy of Natural Sciences and the Academy of Political and Social Sciences.

**Alma Mater**

We sing your praise Hill- Freedman School  
Wherever you may be  
Humanities - shining light for one and all to see.  
Academy of the Humanities,  
Your name it stands so tall.  
Straightforward goals and honor bright  
We'll sing your praise to all.  
Academy of the Humanities,  
Your name it stands so tall.  
Straightforward goals and honor bright,  
We'll sing your praise to all.

**School Pledge**

I believe love, truth, justice, mercy and peace can shape the destiny of our land.  
I believe that all people must count equally or none will count for very much before long.  
I will search my own heart that I may live not to myself, but to my neighbor in love.  
I will speak out for love, truth, justice, mercy and peace in my home, my school, my community and my country, even when it means speaking out alone.



## IB Learner Profile



### **Learner Profile**

The IB Learner Profile describes the qualities that are the hallmark of every IB student. At Hill-Freedman, the Learner Profile serves as a goal for all school community members and the foundation for our policies as a school. As a student at an IB school, it is essential that you understand and reflect on the Learner Profile.

### ***IB learners strive to be:***

**Inquirers** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

**Knowledgeable** They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

**Thinkers** They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

**Communicators** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

**Principled** They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-minded** They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

**Caring** They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

**Risk-takers** They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced** They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

**Reflective** They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

## **HFWA Privileges and Incentives**

### **Principal's Ambassador Club**

The principal selects a number of students to serve as Ambassadors. Ambassadors are chosen based on their demonstrated leadership skills, exemplification of a growth mindset, adherence to school rules, good attendance, and no latenesses. They will help support school spirit and school programs.

### **Students of the Month**

Students of the Month, named by Advisory Teachers, are named between October and May of each academic school year. The designation is guided by the IB Learner Profile. Students who are recognized as Students of the Month receive lunch with the principal.

### **Class Champ**

Each month, teachers will select a student from their class who has demonstrated their commitment as IB learners. Class Champs will receive a ticket for a free item from the school store.

## **Hill-Freedman World Academy School Code of Conduct**

Hill-Freedman World Academy is proud of the positive school culture created by staff and students. We follow the District's guidelines with fidelity. In brief, the School District forbids fighting, weapons, offensive use of language, damage or theft to school property, drugs, assault on school personnel, disrespect of staff members and disregard of classroom rules. Copies of the school district Student and Family Handbook and School District Code of Student's Behavior, and the Bullying and Harassment Policy are available on the school website, the School District of Philadelphia website, and in hard copy in the main office. For more information on Bullying and Harassment policies can be found in the "General Conduct" section (p. 13).

In addition to the School District's Code of Student Behavior, Hill-Freedman students are expected to follow additional school rules. In keeping with District policy, Hill-Freedman also has a policy for school conduct that is designed to support our students by promoting a safe, positive, and organized school environment. All policies exist because they will ensure that Hill-Freedman World Academy is a school where learning is the priority and the school community is consistently supportive and caring. These rules help make a successful program and successful students. As noted earlier in this handbook, all policies are subject to change, and students are responsible for honoring those changes.

***Ultimately, we believe that students at the middle and high school levels must own their learning experience, and that includes exercising personal responsibility when it comes to following school policies and procedures, completing consequences, and enjoying incentives***

A variety of steps may be taken as the result of poor behavior. Suspension may occur the first time for some violations depending on the severity and the impact on others members of the school community. Repeated violations of any item of the code of behavior may result in suspension or dismissal. Specific policies and procedures school are outlined in more detail on the following pages. Additionally, failure to comply with administrative consequences for code of conduct violations will also result in further disciplinary actions up to and including suspension.

## Arrival, Attendance (ScholarChip), Special Release Procedures and Lateness

*Last year, our overall chronic tardiness was 44.7%, and truancy was 46.5%. Research clearly indicates that students who attend school consistently and on time have higher academic achievement, and higher academic achievement correlates with more successful outcomes in college and beyond.*

*For students to receive the holistic education to which they are entitled, it is critically important that they not only be in class, but that they be in class for the maximum time possible. Since what occurs in the classroom is a central component of the school day, HFWA has the following policies to ensure that students are in class and learning always.*

### Arrival

Classroom instruction begins promptly at **8:00 a.m.** each morning. Therefore, all students are expected to be in the building by **7:30 a.m.** Breakfast is served until 7:45 a.m. Students arriving prior to 7:45 a.m. will be directed to wait in the cafeteria and/or auditorium until 7:50 a.m., the time at which all students in the school are permitted to proceed to their lockers and classes. Students should be in their classrooms and seated by the ringing of the 8:00 a.m. bell. Students who are not in their classrooms by 8:00 a.m. are considered late to class, regardless of whether they are present in the school building.

If a student has a pass to see a teacher before the start of the school day, that student must check in with the main office and check in with office staff before they report to their teacher. Students are not permitted on the main floors of the building without a pass.

### Attendance (ScholarChip)

Students are required to scan into the building using their student IDs as a part of the Scholarchip system. This is the system that will be used to determine student presence in the building and student lateness. If students enter the school building without scanning in, they will be marked as absent and considered to be cutting school, which will result in an in-school suspension. ***It is each student's responsibility to scan in upon entry to the school.*** If a student loses their ID, they will have to pay a **\$5.00** replacement fee. When students forget an ID, they will be charged **\$1.00** for each instance. These fees cover replacement costs for ink and paper used to print late passes and temporary IDs.

**Students are not permitted to swipe in for another student. Swiping in for another student is considered a disciplinary infraction, will result in an automatic in-school suspension for all students involved. Students should NEVER give their IDs to other students.**

Consistent, on-time attendance is one of the key factors to academic success. Legal absences must be accompanied by documentation to support the absence. This documentation must be provided to the student's Advisory Teacher. Pursuant to the policies of the School District of Philadelphia, family vacations are not considered legal absences.

### **Special Release Procedures**

As per the School District of Philadelphia's Special Release Procedures, the principal or the principal's designee may only release students early to adults who present valid identification and have been previously approved by the parent or guardian to be eligible to pick up a student as documented on the Emergency Contact form or in writing in the student's Pupil Pocket. The Main Office may call parents to verify that an adult is authorized to pick up a student, to determine the validity of requests made in writing, or to otherwise ensure that an adult other than the student's parent or legal guardian has the authority to take the student.

### **Lateness**

If a student is late to school or late to advisory, that student will be marked late and **MUST RECEIVE A LATE PASS** printed from Scholarchip equipment at the school entrance. If a student is late to school or late to advisory more than three times, they will automatically receive an administrative detention. Notification of the date and time of the administrative detention will occur at least 24 hours prior to the detention date.

**Below are the progressive consequences for lateness to school/advisory:**

3rd Lateness: administrative detention, parent notification, improvement plan

5th Lateness: Saturday detention, parent conference

Continued Lateness: consequences as outlined by improvement plan

***Students with 15 or more unexcused latenesses or 10 or more unexcused absences may be referred to transfer to their neighborhood school for the following school year as per school district policy.***

## **Dismissal and Transitions**

### **Dismissal**

The school day ends at 3:04 p.m. Students who are not participating in a school-sponsored or school-sanctioned after-school activity *OR* who are not with a teacher or administrator must proceed directly to their lockers at 3:04, gather their things, and promptly exit the building. Students are not permitted to hang out in the hallways or other school common spaces after school. Students who are a part of a school-sponsored or school-sanctioned activity (club, extended day, tutoring, etc.) must be physically present their assigned location by 3:15 p.m. Students are asked to be respectful of the properties surrounding the school building, refraining from littering, loitering, and walking on lawns. Students are expected to head directly home at the end of the school day.

On half-days, dismissal is at 12:00 p.m. and a special Bell Schedule will be followed.

### **Transitions**

***At Hill-Freedman, learning is the most important activity of the day. It is essential that all students are present in class on time for each and every class. Lateness to class will not go unaddressed. Teachers will be recording classroom attendance and lateness electronically in Infinite Campus.***

One bell sounds to indicate the ending of a class period (with the exception of advisory). Four minutes later, a second rings to indicate the start of the next class period. Students are expected to be in their classrooms and prepared to work no later than the ringing of the second bell. That is to say **the second bell/passing bell signals to students when they should be in class**. During advisory, advisors will dismiss their students in time to allow them to be in their first period classes by the 8:10 bell.

Students are expected to transition quickly and in an orderly manner from one class to the other. During transitions students should maintain an “indoor” volume, walk (not run), avoid physical play with other students, respect the physical space of others, and use the appropriate hallways and/or stairwells. When students arrive at their next class, the teacher of that class may require them to line up in the hallway prior to entering or follow some other entrance procedure. Students must adhere to the expectations of each teacher regarding how they are to enter and leave each teacher’s room. **Students must walk on the right side of the hallway, leaving the middle of the corridor clear.**

Any students who arrive after the passing bell **MUST** have a signed late pass with them from a school staff member who can account for their lateness. Students are responsible for asking for a pass from the appropriate adult. **Each time a student arrives late to class without the required late pass, teachers will electronically record their lateness in Infinite Campus.** If a student exceeds 3 latenesses with any given teacher, that teacher will refer the student to a member of the HFWA’s administration, at which point they will receive a detention or other consequence as assigned. If a student is extremely late to a given class (5 minutes or more), the teacher will contact administration immediately.

Using the bathroom without teacher approval and/or the possession of a bathroom pass is not a legitimate excuse for being late to class. See “Personal Care and Hall Passes” section below.

Students are not to use their lockers during transitions except during the transition to (not from) lunch. **Students are to use only designated hallways and stairwells for transitions, and failure to do so may result in disciplinary action.** When students are in the hallway at any time other than during transition times between classes, they **MUST** have a pass.

**There is no reason for a student or groups of students to be in a space that is not attended to by a teacher. Students who are found in empty classrooms, off-limit stairwells or hallways, or other unsupervised spaces without prior approval or supervision will be subject to disciplinary action that may result in suspension.**

### **Personal Care and Hall Passes**

Students are permitted to use the bathroom during transitions provided they check in with a teacher first to ensure they are not late for class. Using the bathroom without teacher knowledge or permission is not an excuse for being late to class. If students need to use the bathroom, they must sign the *Teacher’s Hall Pass* Log upon leaving and returning to the classroom and take the class bathroom pass with him.

Students **MUST** take the classroom hall/bathroom pass with them after signing out. Failure to carry a pass may result in detention or (in the event of cutting a class) suspension. If a student in possession of a hall pass goes anywhere other than directly to the destination designated by the use of the hall pass (including adding stops or taking an indirect route), students will be assigned an administrative consequence.

If there is a medical emergency or other need to see the nurse or counselor, students are to inform their teacher of this fact and follow that teacher’s designated protocol. Students are not permitted to visit the

nurse's or counselor's office without their teacher's permission and a written pass. Teachers will also provide written hall passes when a student is dismissed from school early.

Excessive requests for use of the hall pass/bathroom pass for the same class may result in restrictions to the number of pass uses a student is entitled to for a given period of time. This is in an effort to ensure students are in class and learning to the fullest extent possible.

## Lockers

All students will be assigned a locker at the start of the school year. Students must bring a lock with them on the first day of school. Students may only use their lockers at the following times:

- Before school
- Before lunch
- After school (note that students must gather all materials from their lockers **prior** to the start of any after school activity)

Students are required to use their own lockers for their outerwear, cell phones, lunch, and other personal items not needed for class. Students may bring their own locks or purchase combination locks from the school. Students are NOT permitted to share their lockers/locker combinations with other students, switch their lockers, or elect to use an unoccupied locker. Students may not store personal items in classrooms.

Locker cleanout will take place during the last week of school. Any personal items left in lockers may be discarded. Locks are not to remain on lockers at the end of the school year, and any remaining locks will be cut. Students who damaged their assigned lockers or the lockers of other students will be held responsible for damages.

## General Conduct

In addition to the School District's Code of Student Behavior, Hill- Freedman students are expected to follow all school rules. These rules help make for a successful school year.

### Classroom Conduct

Regardless of where students are in the school, HFWA expects all students to follow the same four basic guidelines: Respect our**selves**, our **time**, our **space** and our **world**. Each teacher will explain how these guidelines fit into their specific classroom.

Students will demonstrate this respect by:

- Coming to class on time and prepared to learn
- Respecting one speaker at a time
- Using only positive, courteous and appropriate language
- Following directions the first time they are given
- Respecting the physical space of the classroom environment, the possessions of others, and fellow students

In addition to these school-wide guidelines, each teacher will have a set of specific classroom expectations that they will review with you. It is your responsibility to ask questions if you do not understand the norms.

If you choose to not follow the expectations set out for you, you may receive one or more of the following consequences:

1. You will receive a verbal or nonverbal warning.
2. One-on-one conference between adult and student.
3. Phone call home.
4. Removal from classroom, either to buddy teacher or main office.
5. Lunch or after school detention.

If the inappropriate behavior continues or the initial offense is severe (for example: physical or verbal assault) you may face the following consequences following immediate removal from the classroom:

1. Conference with parent, student, teacher and administration.
2. Referral for administrative detention.
3. In-school or out-of-school suspension.

### **Hallways, Assemblies and School Events**

Students are expected to conduct themselves in an appropriate, professional manner when in common spaces such as hallways, assemblies, and school events. At all times students should move **quickly, quietly and efficiently**. This means that students should walk through hallways and to assemblies while maintaining a volume appropriate for indoors, avoiding physical contact with other students, respecting the physical space of others, and using the appropriate hallways, stairwells, etc.

Students are required to sit in their assigned auditorium seating (by advisory) for all school assemblies. During assemblies, students are expected to remain attentive and respectful to the presentation/speaker; if any student fails to so, that student may be asked to leave the assembly and/or face additional consequences. Students **MUST** use designated routes for transitioning throughout the school building. Failure to do so may result in disciplinary action.

### **Fire Drill and Safety Drill Procedures**

School drills are an important component of safety for the school community. During all safety drills, students must conduct themselves quietly, quickly and efficiently, and must follow all directions given by staff. **During fire drills, students are to be silent** in order to hear important directions during emergency situations.

### **Lunch**

Students are permitted to go to their lockers **prior** to their lunch period. They are to go to their respective lockers and proceed directly to the lunchroom. Students are to be in the lunchroom within three minutes of the ringing of the passing bell. Unless a student is getting food, disposing of trash or going to the bathroom, students should be seated during lunch. Loitering at tables is not permitted. Students are to sit at their assigned tables. Glass bottles and knives are not permitted in the building. Please see Student Code of Conduct for further clarification if necessary.

Students are not permitted to leave the lunchroom without permission. If students need to use the bathroom during lunch, they must ask the support staff member at the door first. Only 2 students are permitted to use the bathrooms at the same time. Students may be asked to wait if too many students are in the bathroom at a given time.

If a student wishes to see a teacher during lunch for a legitimate academic reason, they must secure an **individual** pass from their teacher on an **official lunch pass** by the end of the period before lunch. Students cannot obtain passes after the start of the lunch period. **Hall passes will be honored only if students are in full uniform.** Students are not permitted to leave the lunchroom to see a teacher in the last

10 minutes of the lunch period. Additionally, snack machine use is not permitted in the last 10 minutes of the lunch period.

### **Food**

Food is not permitted outside of the lunchroom. If a student is meeting with a teacher during his or her lunch, they may bring their lunch to the classroom. It is the student's responsibility to dispose of all food items properly. Students are not permitted to bring breakfast to class. All food must be eaten in the lunchroom during the designated times.

### **Transpasses**

**It is the student's responsibility to get their transpass.** Transpasses are distributed to students Friday morning during advisory. If a student is late to school or absent on Friday, they may retrieve their transpass after school only on Fridays or Mondays from **3:04pm to 3:20pm** in the main office. Students are to line up single file outside the office. Students will be called in one at a time. If students have an after school commitment, they must come to retrieve their transpasses FIRST. The office is not staffed to distribute transpasses after 3:20pm.

### **Student Email, Passwords and Signatures**

All students are provided with a student ID number which serves as their email address. Students are also supplied with a password. Should require assistance with their password or a password reset, they must see an administrator or counselor. Students are NOT to share their passwords with other students. Use of another student's password, obtained with or without permission, is a serious violation of the code of conduct and will result in disciplinary action. See the statement School District of Philadelphia Acceptable Use policy in the "Textbooks and Technology" section (p. 18).

For documents that require student signatures, students may only sign their own names. Students who sign for other students or forge the signature of a parent, guardian, other student or school personnel are subject to serious disciplinary consequences up to and including suspension.

## **Cell Phone Policy**

Students are not permitted to have their cell phones on their person (in their pockets, bags, etc.) during the school day. Upon entering school, cell phones should be turned off and put away in their lockers. There is no permissible cell phone use within the building. Cell phones are not to be in book bags or on the student in any fashion.

If a student is caught with a cell phone, the teacher or school staff member will confiscate the phone and give it to an administrator. The phone will only be returned to a parent/ guardian. If a student has a second infraction, the phone will be confiscated and held until the end of the school year.



## Uniform Policy

In keeping with the high standards established at Hill- Freedman World Academy, students are required to be in full uniform every day starting the first day of school. Students who come to school out of uniform will receive an administrative detention (details outlined in “Uniform Violations” section). The uniforms are described below:

### Girls

Sweater: Navy Blue with School Emblem  
(required after Thanksgiving through March 1)  
Shirt: Light Blue Button-Down Dress Shirt  
Tie: Navy Striped **GIRLS’ TIE ONLY**  
Skirt: Navy Blue Plaid (no rolling)  
Socks: Navy Blue, Black or Gray (no designs/logos)  
Shoes: Black  
**NO BARE LEGS**

### Boys

Sweater: Navy Blue with School Emblem  
(required after Thanksgiving through March 1)  
Shirt: Light Blue Button-Down Dress Shirt  
Tie: Navy Striped  
Slacks: Gray (no cargo pants)  
Socks: Navy Blue or Gray (no designs/logos)  
Shoes: Black  
Belt: black  
**NO ANKLE SOCKS**

Note that there may be announced changes to uniform requirements based on weather.

In the winter, students are permitted to wear boots to school, but they must be stored in their lockers at the start of the day. Students are never to wear outerwear to class. Open-toed shoes are never permitted in the building, even if students are wearing socks. **STUDENTS ARE NOT TO WEAR OUTERWEAR DURING THE SCHOOL DAY.**

### Gym Attire (boys & girls)

The color of the official gym uniform is navy blue with the school logo on both the shirt and pants. **THE GYM UNIFORM FOR ALL STUDENTS MUST BE THE OFFICIAL UNIFORM.** Sneakers can be worn only on gym days. Consistent with school policy, Middle School students are not to wear hoodies at any time--including on gym days. Students may wear their official Hill-Freedman sweaters to gym class.

### Accessories

Earrings should be no larger than a quarter. Bracelets, necklaces and rings should be subtle and worn in moderation. Headbands must be modest and moderate in size, with no large flowers or bows. Headbands must be black, navy or school plaid. Bandanas are never allowed as head-wear. No hats are permitted at any time in the school building.

### Dress Down Policies

At times, HFWA will hold dress-down days as incentives, rewards, or fundraisers. Dress down days do not mean that students are permitted to wear anything they want. The following guidelines must be adhered to:

- Clothing may not contain any references to profanity, drug use, or sexually explicit behavior.
- Pants cannot contain excessive rips (larger than 1 inch) and must sit above the hips.
- Skirts and shorts must reach the knee and are only permitted with school-wide approval.
- Outerwear and hats are not permitted.
- Clothing cannot be excessively tight.
- Tank tops must have straps that exceed the width of three fingers as measured by school personnel.
- Open-toed shoes are not permitted (with or without socks).

### **Uniform Violations**

Uniforms will be checked at the front door by members of the administration and support staff and again during advisory. Advisors will report uniform infractions to administration, and this information will be shared with all staff members. Students who alter their uniform in any way may be asked to remove the item(s) in question, may have the item confiscated by a staff member, and/or be asked to wear a replacement article of clothing provided by administration. In some cases, confiscated items (hoodies, jewelry, hats, etc.) will not be returned to the student. Excessive reminders for corrections may result in an administrative referral.

**Students are not permitted to change in the school bathrooms after school unless they are preparing to participate in a sport. This is due to safety concerns.**

Students who are out of uniform more than 3 cumulative times will receive administrative detention(s). Any staff member may confiscate non-uniform clothing to be returned to the student. In the event that the same or similar articles of clothing are being confiscated from a student, administration will hold the article of clothing until the end of the year. Altering a uniform after a successful advisory check may result in further disciplinary consequences as applicable.

Students who are consistently in full uniform will receive bi-weekly dress down days. Students and/or whole advisories may receive additional awards for uniform compliance as determined.

## **Detention Policy**

If a student violates classroom and/ or school- wide expectations, a detention may be given as a consequence. There are two types of detentions at HFWA: teacher-assigned detentions (given by teachers) and administrative detentions (given by members of the school administrative team).

### **Teacher-assigned Detentions**

A student may receive a detention from his or her teacher for not upholding classroom expectations. This detention will be held by the teacher or a buddy teacher, and can be held before school, after school, or during lunch. Teachers will provide students with 24 hour advanced notice when assigning a detention with the exception of same-day lunch detentions or 10-15 minute after school detentions for which there may be limited notice. High school students may elect to serve an assigned after school detention on the same day it was assigned with parent permission.

When a student is assigned a teacher detention, the student must report to the detention by 3:10pm (or by the ringing of the passing bell for lunch detentions). All students are expected to complete a behavior reflection provided by their teacher. Parents will always be notified of a detention whether before (in the event of 24 hour advance notice detentions) or after the detention has been served (for same-day lunch or 10-15 minute after school).

Failure to report on time, attend, or demonstrate appropriate and respectful conduct for a teacher-assigned detention will result in an automatic Administrative Detention.

### **Administrative Detentions**

Administrative detentions are held after school on **Wednesdays** and **Fridays** from 3:10-4:10, or other days and times as assigned by administration based on the severity of the infraction. Administrative detentions will be assigned for any of the following violations:

- Multiple behavior infractions that result in office referrals
- Lateness (automatic after 3 instances)
- Uniform Violations (automatic after 3 instances)
- Lateness to Class (automatic after 3 instances)
- Failure to attend teacher-given detention
- Violation of any expectation of the school code of conduct
- Failure to bring communications home
- Failure to follow school directives (including failure to complete major curricular components)

No student will be required to attend an after-school detention (longer than 15 minutes) on the same day as an infraction. Guardians will be given a written 24-hour notice explaining the infraction with an assigned date and time. Failure to attend an administrative detention will result in further disciplinary action including parent conferences, additional detentions or, in rare cases, suspension.

## Textbooks and Technology

### Textbooks and Technology

Students are responsible for the preservation and care of all items given to them by the school. It is the school's expectation that any item distributed to, or used by, a student, be returned in the condition in which it was received. Failure to do so will result in either loss of privileges, confiscation of the item or the parent/guardian of the student reimbursing the school for the item.

Textbooks will be assigned to students by the teacher of the subject. Students' names and book numbers will be recorded. Students must return the book that was assigned to them. Failure to do so may result in disciplinary action. All textbooks that are transported back and forth to school must be covered. If a textbook is lost or significantly damaged, students will be required to pay replacement fees (\$5 for lost or damaged trade paperbacks/novels, \$40 for damaged textbooks, \$80 for lost textbooks unless otherwise noted).

***Use of school technology is a privilege, not a right.*** Students must use technology and school property responsibly and in accordance with the Acceptable Use policy in order to be eligible for this privilege.

### Acceptable Use of Internet, Computers and Network Resources

Students using any technology must do so responsibly. This means using computers, iPads etc. as a resource to access material that is deemed appropriate by the School District of Philadelphia.

**The SRC declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor filespace utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Providers (ISPs), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources. Users must utilize the district's wired and wireless networks for access to the Internet in school district schools and facilities. No other method or means of access (i.e. USB modem, MiFi router, personal Internet access, open WiFi networks, etc.) is permitted while connected to a district network or while using a district technology**

**resource. The SRC requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.**

**Please see the Student Code of Conduct and the School District of Philadelphia's Acceptable Use of Internet, Computers and Network Resources for further clarification.**

## **Bullying/Cyberbullying**

In accordance with School District policy, bullying in any and all forms is not accepted at HFWA. The most important thing students can do when they or a peer is being bullied is to report it.

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

1. It is aggressive behavior or intentional harm doing.
2. It is carried out repeatedly over time.
3. It occurs within an interpersonal relationship where there is an imbalance of power (e.g. one (1) person is physically larger, stronger, mentally quicker or socially more powerful).

**Bullying, may be direct or indirect action, which may include (but is not limited to):**

- **Physical**: hitting, kicking, pushing, shoving, getting another person to hurt someone;
- **Verbal**: racial slurs, name-calling, teasing, taunting, verbal or sexual harassment, gossiping, spreading rumor; or
- **Non-Verbal**: threatening, obscene gestures, isolation, exclusion, stalking, cyber-bullying (bullying that occurs by use of electronic or communication devices through means of email, instant messaging, text messages, blogs, photo and video sharing, chat rooms, bash boards, websites, etc.).

### **THE DISTRICT PROHIBITS ALL FORMS OF BULLYING BY DISTRICT STUDENTS**

#### **Reporting Bullying Incidents**

Students or parents/guardians of students who have been bullied or witness bullying should immediately report such incidents to the school principal or designee, or to any other member of the school staff, including teachers, guidance counselors, coaches and administrators. Any staff member who receives such a report shall immediately notify the principal or designee. If the behavior continues or if the school does not take action, students or parents/guardians should report the incident to the district's hotline at 215-400-SAFE.

#### **Results of Reporting Bullying**

There will be a quick and thorough investigation of all reports. If the allegations are found true, the Principal or designee will do the following:

1. Inform the student who bullies the results of the investigation;
2. Review the definition of bullying and the District's policy on bullying;
3. Punish the behavior relative to the number of offenses and the severity of the behavior;
4. Notify the parents of the student(s) who bullies, including the actions of the student and the consequences

#### **Consequences for Perpetrating Bullying**

Students who violate the bullying policy will be subject to the following disciplinary procedures:

First Offense: Documented warning and parent notification

Second Offense: Parent conference, loss of school privileges, exclusion from school-sponsored activities, detention, and/or counseling within the school;

Third Offense: Suspension or transfer to another classroom, school building, or school bus

**If the first offense is notably severe, a student may immediately be disciplined in accordance to the Code of Student Conduct. This could result in a long-term suspension (4-10 days); a referral for placement in an alternative education program; or expulsion.**

## Academics

### Curriculum

Hill- Freedman World Academy integrates the School District of Philadelphia's core curriculum with the standards of the International Baccalaureate (IB) Programme. The IB programme consists of eight subject groups integrated through global contexts that provide a framework for learning within and across the subjects. Students are required to study their mother tongue, a second language, humanities, sciences, mathematics, arts, physical education and technology. In 2010, Hill- Freedman became the first MYP International Baccalaureate programme in the School District of Philadelphia.

#### The Middle Years Program (MYP)

The IB Middle Years Programme "encourages students aged 11 to 16 to make practical connections between their studies and the real world, preparing them for success in further study and in life. The MYP aims to develop active learners and internationally minded young people who can empathize with others and pursue lives of purpose and meaning. The programme empowers students to inquire into a wide range of issues and ideas of significance locally, nationally and globally. The result is young people who are creative, critical and reflective thinkers." - [www.ibo.org](http://www.ibo.org)

#### Courses

**The courses offered in the MYP are:**

Language and Literature	Individuals and Societies
Mathematics	Science
Language B- Spanish	World Art
Music	Physical and Health Education
STEM	Instrumental Music

#### Inquiry and Elective

The Inquiry Period is an opportunity for students to explore service learning. During the Inquiry Period, students work in small groups to develop, plan and execute a service learning project that impacts an issue affecting the community. This includes the MYP Community Project.

Elective courses are chosen by students in addition to the academic curriculum. Electives provide students the opportunity to explore their interests during the academic year. Both the inquiry and elective courses are key components of the I.B. curriculum. Students are expected to approach them with the same level of commitment as they do their academic course work.

## Academic Policies

#### Grading

Students are required to complete all assignments given in the time allotted. Students are to put forth their best work at all times. Each department has crafted their own requirements for grades in accordance with

school district grading policies. Students are to adhere to those requirements in order to earn the best grade possible. Student grades are composed of homework and classwork completion, participation, tests, quizzes and project grades. For specific details regarding grading for each subject, please visit the department website or see your course syllabus.

### **Absences**

If a student is absent (whether from a specific class or classes or for the entire school day), it is that student's responsibility to follow up with their teacher about making up missed work. Work must be completed within **2 days (48 hours)** unless otherwise agreed upon by the school team. Additionally, for legal or illegal absences, students will need to use time before school, after school, or during lunch to make up assessments and other missed work unless they make other arrangements with the individual teacher involved.

When work missed is not completed by the student, the work will be recorded as a zero. In the event of excessive legal absences or long-term absences, the counselor will work with students and families to devise an appropriate plan for missed and make-up work.

Students with excused absences will be able to make up the missing work. In general, the amount of time a student is absent will correlate to the amount of time the student will be given to make up the work (e.g. missed one day = one day to submit work). When a student is absent, it is his or her responsibility to discuss the missing assignments with the teacher.

### **Athletics, Music and Field Trip Absences**

Students may miss a class because of athletics, instrumental music lessons, or special field trips. Missing a class for any such reason does not mean that deadlines are automatically extended. If a student knows they will miss class when an assignment is due, they must make arrangements to turn that assignment in on the assignment due date, otherwise the assignment will be considered late. Students are also required to complete any missed work.

### **Extended Day**

Extended day is an academic program that students may be assigned to for academic enrichment. Extended day is not punitive; it is designed to support a student's progress in a given subject. When a student is assigned to extended day, attendance is MANDATORY, and failure to attend will be treated as cutting class. Extended day takes precedence over other extracurricular activities, including athletics.

### **Academic Honesty**

As per the Hill-Freedman Academic honesty policy, HFWA is committed to instilling in students the integral value of honesty as part of their demonstration of being principled learners. Students have the responsibility to not participate in the following:

- Plagiarism - They must provide documentation (MLA, MLA OR Chicago style depending on the discipline ) when utilizing the words of other authors
- Collusion
- Cheating
- Intentionally or knowingly helping another commit academic dishonesty
- Taking unauthorized material into an examination room
- Stealing or disclosure of examination materials
- Disruptive behavior during examination

- Engage in other forms of academic dishonesty

#### **Possible Consequences of Academic Misconduct**

- Students will receive no credit for the assignment, quiz, or test
- Students will be required to complete a comparable assignment (with or without academic credit)
- Student will receive a referral to the counselor
- The teacher will notify parents and a conference will take place
- A second violation may result in an "F" and/or "U" grade for the grading period
- Referral to the Head of School with possible suspension

### **Counselor Services and Support**

Hill-Freedman offers full-time guidance services. The counselor's door is always open and help is personal and confidential. The purpose of the guidance program is to be available to the students, parents and staff and to assist in making the educational process as effective as possible.

Services include personal and group counseling, academic guidance, assistance with school related and personal problems, crisis intervention, referrals and coordination with agencies and professionals in and outside the school setting, assistance with the Special Education process, high school application and selection, and college application and selection.

Except in the event of an emergency, students must schedule time to see the counselor in advance, and must secure a pass from the counselor in order to meet. The counselors will post their scheduled hours for students meeting with students. Students must secure a pass before school, after school, or during lunch, and may schedule the counselor to schedule a meeting. Students may not drop in on the counselor without a scheduled appointment.

### **Extracurricular Activities**

#### **Eligibility**

Participation in extracurricular activities and athletics is a privilege. Only students with no more than 2 Cs can participate in general extracurricular activities. Please note that Athletic Eligibility is different from general extracurricular requirements. Students are required to maintain good academics and exhibit appropriate behavior in order to remain eligible for participation. **The expectations outlined in the student handbook apply to time in extra curriculums as well.** Students are expected to exhibit proper behavior when participating in extracurriculars, and demonstrate consistency and responsibility in their attendance. Students may be removed from any extracurricular for failure to meet these expectations.

#### **Attendance**

Students must report to their given after school activity no later than 3:10pm. Students are expected to demonstrate their commitment to their chosen activities by attending consistently and on time. If a student is assigned to a detention when they would normally attend an extracurricular, it is their responsibility to inform their advisor/coach. Detention takes precedence over any activity.