



John Bartram Lower School Handbook

Welcome to John Bartram High School's Lower School Academy!

Our goal for you this year is that you remain...

On Track:

1. 95% Attendance: This means you should miss *no more than 1 day* of school *each month*.
2. No Detentions
3. A's and B's: This means you should have a *grade of 80% or higher* in all of your classes.

Our **expectations** for this year is that we are all...

	On time.
	In our seats.
	Off our phones.
	Listening silently and raising our hands to share.

If you are having trouble following these expectations, your teachers will...

1. Give you a **verbal warning**.
2. Talk with you in the **hallway** and make a plan to adjust behavior.
3. Submit a **Behavior Incident Report** and call home.
4. If a student earns *3 Behavioral Incident Reports*, they will have a **detention** the following Thursday in Mr. Bursler's room 115 at 2:40.
5. If a student does not attend their detention or receives a detention 3 weeks in a row, they will have a **mandatory parent conference**.



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Handbook

How can families support their students in their first two years of high school?

1. Review this handbook with your student. Ensure they understand what it means to be On Track, what our Classroom Expectations are, and what the Consequences are when expectations are not followed.
2. Register for the Parent & Family Portal to stay up-to-date on your student's attendance and grades. Encourage them to meet their On Track goals.
3. Attend Report Card Conferences. This is a great opportunity to meet with all of your student's teachers, review their grades and test data, and enjoy some light refreshments!
4. Keep your contact information current. Please call the main office if your phone number or address has been changed for important communication regarding your student. 215-400-8100
5. Hang the 22-23 Calendar in this handbook up somewhere in your home. As a family, you can remain on top of important deadlines and upcoming celebrations.
6. Most importantly, we thank you for sending us children that are well-rested, well-fed, and well-loved! Teenagers may think they're "grown", but we know they still need plenty of sleep, healthy food, and lots of love and support.



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August	
Aug. 29	First Day of School

September	
Sept. 5	No School - Labor Day
Sept. 16	No School - Teacher Work Day
Sept. 26	No School - Rosh Hashanah

October	
Oct. 5	No School - Yom Kippur
Oct. 7	½ Day Schedule
Oct. 10	No School - Indigenous People's Day
Oct. 12-14	Quarter 1 Interim Reports

November	
Nov. 4	½ Day Schedule
Nov. 8	No School - Election Day
Nov. 11	No School - Veterans Day
Nov. 15	Quarter 1 grades are final.
Nov. 22-23	½ Day Schedule - Quarter 1 Report Card Conferences
Nov. 24-25	No School - Thanksgiving Break

December	
Dec. 1	Quarter 1 On Track Ceremony
Dec. 2	No School - Teacher Work Day
Dec. 16	½ Day Schedule
Dec. 21-22	Quarter 2 Interim Reports
Dec. 26 - Dec. 31	No School - Winter Break

January	
Jan. 1-2	Winter Break
Jan. 3	No School - Teacher Work Day
Jan. 16	No School - MLK Day
Jan. 20	½ Day Schedule
Jan. 25	Quarter 2 grades are final.

February	
Feb. 2-3	½ Day Schedule - Quarter 2 Report Card Conferences
Feb. 9	Quarter 2 On Track Ceremony
Feb. 17	½ Day Schedule
Feb. 20	No School - Presidents Day
Feb. 27 - Mar. 1	Quarter 3 Interim Reports



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March	
Mar. 3	½ Day Schedule
Mar. 17	½ Day Schedule
Mar. 24	Quarter 3 grades are final.
Mar. 30-31	½ Day Schedule - Quarter 3 Report Card Conferences

June	
June 9-13	Graduation Window
June 13	Quarter 4 grades are final. Last Day of School

April	
Apr. 3-7	No School - Spring Break
Apr. 13	Quarter 3 On Track Ceremony
Apr. 14	½ Day Schedule
Apr. 21	No School - Eid al-Fitr

May	
May 5	½ Day Schedule
May 8-10	Quarter 4 Interim Reports
May 12	Lower School Grade End of Year Dance (Tentative)
May 16	No School - Election Day (Tentative)
May 19	½ Day Schedule
May 29	No School - Memorial Day



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Infinite Campus Parent & Family Portal Registration

Using the Infinite Campus Parent & Family Portal, you can stay up-to-date on your student's grades and attendance and receive important messages from teachers *directly from your phone!*

For help, visit: <https://www.philasd.org/face/fr/parent-and-family-portal/>

Without a Confirmation Code:	
<i>*Call the office 215-400-8100 for a confirmation code or complete the steps below.</i>	
<p>1. Using a computer, tablet, or cellphone, visit http://signup.philasd.org.</p>	
<p>2. Click No, I would like to look up my confirmation code.</p>	<p>Do you have your Portal Confirmation Code?</p> <p>Yes, take me to Account Registration.</p> <p>No, I would like to look up my Confirmation Code.</p>
<p>3. Enter the personal information of your student. If you have more than one student, you only need to enter one student's information.</p>	<p>Look up Confirmation Code</p> <p>To look up your Confirmation Code, please enter your student's ID, last name and date of birth and then click Find Phone Numbers. If you have multiple students, you only need to perform this step once for one of your students.</p> <p>To receive a confirmation code you will need your student's District ID number. The student ID is either a 7 or 8 digit number. You can find this number on your student's report card, displayed on their student ID card, by logging onto your child's student portal account, or by asking your child's teacher. If you have additional questions regarding how to access your child's student ID number, please contact the Parent & Family Technology Support Hotline at 215-400-4444.</p> <p>To request your Confirmation Code, select your name and phone number from the list below, as well as your preference for a voice or text message. Click Send me my Confirmation Code to have your Confirmation Code sent to the selected phone number.</p> <p>* Denotes a required field.</p> <p>Student ID * <input type="text"/></p> <p>Student's Last Name * <input type="text"/></p> <p>Student's Date of Birth * <input type="text"/></p> <p><input type="checkbox"/> I'm not a robot </p>



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4. Select **your name** and a **current telephone number** from your student's record to request the Confirmation Code. The Confirmation Code can be delivered by voice or text message.

Note: If you do not see your name or a current phone number listed, please contact your student's school.

YOU ARE HERE > Registration

Look up Confirmation Code

To look up your Confirmation Code, please enter your student's ID, last name and date of birth and then click **Find Phone Numbers**. If you have multiple students, you only need to perform this step once for one of your students.

To request your Confirmation Code, select your name and phone number from the list below, as well as your preference for a voice or text message. Click **Send me my Confirmation Code** to have your Confirmation Code sent to the selected phone number.

* Denotes a required field.

Student ID * 12345678
 Student's Last Name * Smith
 Student's Date of Birth * 01/01/2010

Telephone Number *

- Chris J xxx-xxx-5172
- Chris J xxx-xxx-6315
- Chris J xxx-xxx-5850

Message Delivery *

- Voice
- SMS Text

If you do not see your name or a current phone number listed above, please contact your student's school.

Send me my Confirmation Code

5. Now that you have your Confirmation Code, click on the link to return to Account Registration, and begin the process.

THE SCHOOL DISTRICT OF PHILADELPHIA

About Schools Directory Careers Calendar Login

YOU ARE HERE > Registration

Confirmation Code Sent

Your Confirmation Code is on its way!

Pin Code was sent to telephone number xxx-xxx-5850 via SMS Text.

I received my pin, take me to register.

I did not receive my pin and would like to try again.

With a Confirmation Code

1. Go to <http://signup.philasd.org>.

THE SCHOOL DISTRICT OF PHILADELPHIA

Our District Schools Families Students Employees Directory Careers Login A A A

Register for a Parent & Family Portal Account

To register for a new Parent & Family Portal account, you will need your Portal Confirmation Code. The Confirmation Code is 5 characters made up of letters and numbers which identify you and only you in the District's Student Information System. You can get your code from your student's school, from the Office of Family & Community Engagement, or by looking it up online.

If you have multiple students, you only need to perform this process once. You will be able to access information for each student through your new Portal account.

Do you have your Portal Confirmation Code?

Yes, take me to Account Registration.

No, I would like to look up my Confirmation Code.

Need Help?

- Instructional Video
- Parent and Family Portal FAQ
- View the Translated Information Flyer
- Translated Frequently Asked Questions

2. Click **Yes, take me to account registration.**

Do you have your Portal Confirmation Code?

Yes, take me to Account Registration.

No, I would like to look up my Confirmation Code.



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<p>3. Enter Your Last Name and Confirmation Code. Click Next.</p>	
<p>4. Enter your email address.</p>	
<p>5. Confirm your email account by clicking on the link provided in the email message in your inbox.</p>	
<p>6. Select a password and click Save.</p> <p>*To easily select a password that meets the criteria, consider choosing a random household item with 8 letters, begin with a capital letter, and add a number to the end. (ex. Microwave7).</p>	

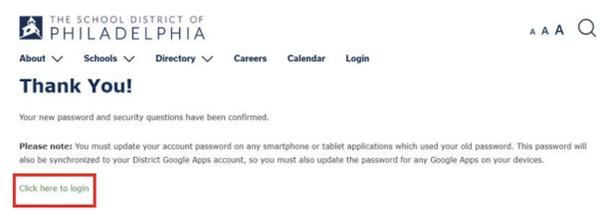


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7. Provide answers to three security questions and click **Save**.

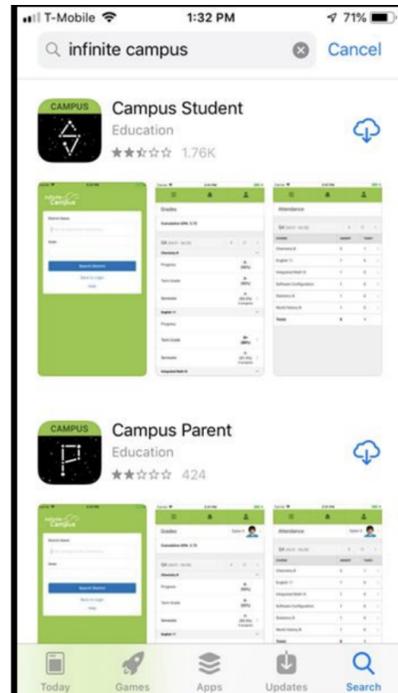


8. **Log in** to your new account with your email address and new password.



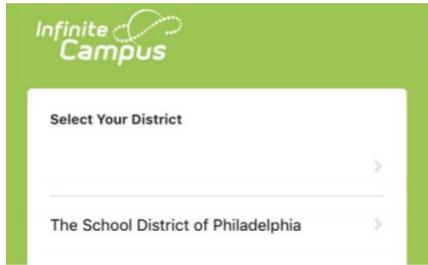
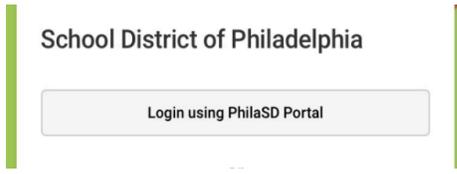
Campus Parent App for Phone

1. **App Store:** Campus Parent





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<p>2. Open App & Search:</p> <p><u>District Name:</u> Philadelphia <u>State:</u> Pennsylvania</p>	
<p>3. Select District: School District of Philadelphia</p>	
<p>4. Click Login using PhilaSD Portal.</p>	
<p>5. Enter your Username and Password</p>	