

# ***FRANKLIN LEARNING CENTER***

U. S. Department of Education Blue Ribbon High School

**616 North 15<sup>th</sup> Street  
Philadelphia, PA 19130  
Phone: 215 – 400-7570  
Fax: 215 – 400-7571  
WEBSITE: flchs.org**

## **STUDENT / PARENT HANDBOOK**

**2018-2019**

**Mrs. Nicole Lee, Principal  
Mr. Anthony J. Wilson, Assistant Principal**

### **School Board**

**Joyce Wilkerson, Board President  
Julia Danzy  
Leticia Egea-Hinton  
Mallory Fix Lopez  
Lee Huang  
Maria McColgan  
Chris McGinley  
Angela McIver  
Wayne Walker**

**William R. Hite, Jr., Ed. D. Superintendent of Schools**

***WELCOME TO THE FRANKLIN LEARNING CENTER FAMILY!***

Dear Student and Parent/Guardian:

At FLC, we set high expectations for our students and attempt to maintain a family-like atmosphere. As with any family, each member must abide by the rules and fulfill his/her responsibilities for the good of the whole community.

This handbook will provide you with helpful information regarding our expectations and your responsibilities. We hope that your time at FLC will be a growing experience educationally, socially, and emotionally.

Parents/guardians, we encourage you to keep in touch. Email addresses will be provided during the first week of school for our staff. Our school phone number is 215-400-7570. Please check the FLC website, flchs.org, for updates.

Please join us for our evening meetings scheduled as follows:

Title-1 Meeting	Thursday, Sept. 6, 2018	5:30 – 6:00 PM
Back-to-School Night	Thursday, Sept. 6, 2018	6:00 – 8:00 PM

**ZERO TOLERANCE POLICY**

As members of a diverse community in a democratic society, we are obligated to provide a safe and secure learning environment for all of our students. Our entire school community must embrace this responsibility in order to create a school and classrooms where students can learn and grow in an environment free from intimidation. Regardless of our personal feelings or individual biases, our actions should be socially appropriate and reflect tolerance for each member of our Franklin Learning Center Community.

In accordance with the School District of Philadelphia’s Policies 102 and 103, we have established a zero tolerance policy towards the language and behavior of intolerance. This includes verbal as well as physical harassment. Unacceptable conduct, for example, could include inappropriate comments regarding ethnicity or sexual orientation, off-handed discriminatory remarks, offensive jokes, and overt harassment of any kind. No student or staff member should be demeaned based on race, language, ethnic origin, religion, gender, sexual orientation, or ability. Any infractions of this non-discrimination policy will result in immediate disciplinary action for students and/or staff.

Thank you for helping us to create and maintain a safe and secure learning environment for all. If you have any questions or require clarification of this policy, please contact Franklin Learning Center (215-400-7570).

**School Year Calendar: 2018-2019**

Since the calendar is subject to change during the course of the school year, the web version may contain updates not reflected in the printed version of this publication. Visit [philasd.org](http://philasd.org) to view the most current version of the calendar.

<b>August 20, 2018</b>	<b>First Day for Staff</b>
<b>August 20 – 22, 2018</b>	<b>District-wide Professional Development</b>
<b>August 20 – 23, 2018</b>	<b>Kindergarten Parent/Teacher Interviews</b>
<b>August 23, 2018</b>	<b>School-based Professional Development</b>
<b>August 23, 2018</b>	<b>Ninth Grade Orientation</b>
<b>August 24, 2018</b>	<b>Reorganization</b> <i>– Academic Year Preparation K-12</i>
<b>August 27, 2018</b>	<b>First Day for Grades K-12</b> <i>– Student Attendance</i>
<b>August 27, 2018</b>	<b>First Day for Head Start and Bright Futures</b> <i>-Student Attendance</i>
<b>August 31, 2018</b>	<b>Professional Development Half Day</b> <i>– 3 Hour Early Dismissal</i>
<b>September 3, 2018</b>	<b>Labor Day</b> <i>– Schools Closed and Administrative Offices Closed</i>
<b>September 10, 2018</b>	<b>Rosh Hashanah</b> <i>– Schools Closed and Administrative Offices Closed</i>
<b>September 19, 2018</b>	<b>Yom Kippur</b> <i>– Schools Closed and Administrative Offices Closed</i>
<b>September 21, 2018</b>	<b>2019-2020 School Selection Process Begins</b>
<b>October 2 – 4, 2018</b>	<b>Interim Reports</b>
<b>October 5, 2018</b>	<b>Professional Development Half Day</b>  <i>– 3 Hour Early Dismissal</i>
<b>November 2, 2018</b>	<b>School Selection Process Ends</b>
<b>November 6, 2018</b>	<b>Election Day</b> <i>– Full Day Professional Development (Staff Only)</i>
<b>November 7 – 9, 2018</b>	<b>Report card conferences</b>
<b>November 12, 2018</b>	<b>Veterans' Day Observed</b> <i>– Schools Closed and Administrative Offices</i>

	<i>Closed</i>
<b>November 22 – 23, 2018</b>	<b>Thanksgiving Holiday</b> – <i>Schools Closed and Administrative Offices Closed</i>
<b>December 11 – 13, 2018</b>	<b>Interim Reports</b>
<b>December 24, 2018</b>	<b>Winter Recess</b> – <i>Schools Closed</i>
<b>December 25, 2018</b>	<b>Winter Recess</b> – <i>Schools Closed and Administrative Offices Closed</i>
<b>December 26 – 28, 2018</b>	<b>Winter Recess</b> – <i>Schools Closed</i>
<b>December 31, 2018</b>	<b>Winter Recess</b> – <i>Schools Closed and Administrative Offices Closed</i>
<b>January 1, 2019</b>	<b>New Year’s Day</b> – <i>Schools Closed and Administrative Offices Closed</i>
<b>January 18, 2019</b>	<b>Professional Development Day</b> – <i>Staff Only</i>
<b>January 21, 2019</b>	<b>Dr. Martin Luther King Day</b> – <i>Schools Closed and Administrative Offices Closed</i>
<b>January 30 – February 1, 2019</b>	<b>Report Card Conferences</b>
<b>February 18, 2019</b>	<b>Presidents’ Day</b> – <i>Schools Closed and Administrative Offices Closed</i>
<b>February 26 – 28, 2019</b>	<b>Interim Reports</b>
<b>March 1, 2019</b>	<b>Professional Development Half Day</b> – <i>3 Hour Early Dismissal</i>
<b>April 3 – 5, 2019</b>	<b>Report Card Conferences</b>
<b>April 12, 2019</b>	<b>Professional Development Half Day</b> – <i>3 Hour Early Dismissal</i>
<b>April 18, 2019</b>	<b>Spring Recess</b> – <i>Schools Closed</i>
<b>April 19, 2019</b>	<b>Good Friday</b> – <i>Schools Closed and Administrative Offices Closed</i>
<b>April 22, 2019</b>	<b>Spring Recess</b> – <i>Schools Closed</i>

<b>May 7 – 9, 2019</b>	<b>Interim Reports</b>
<b>May 14, 2019</b>	<b>Pennsylvania Primary Election Day (Tentative) – <i>Schools Closed</i></b>
<b>May 27, 2019</b>	<b>Memorial Day – <i>Schools Closed and Administrative Offices Closed</i></b>
<b>May 31, 2019</b>	<b>Graduation Window</b>
<b>June 3 – 4, 2019</b>	<b>Graduation Window</b>
<b>June 4, 2019</b>	<b>Last Day for Students</b>
<b>June 5, 2019</b>	<b>Last Day for Staff</b>

**KEY CONTACTS**

<u>TITLE</u>	<u>NAME</u>	<u>PHONE #</u>	<u>EMAIL</u>
Principal	Mrs. Nicole Lee	215-400-7570	nlee@philasd.org
Assistant Principal	Mr. Anthony J. Wilson	215-400-7570	ajwilson@philasd.org
Counselor	Ms. Megan Condit-Shaw	215-400-7570	mcondit@philasd.org
Counselor	Mr. Asmaro Gist	215-400-7570	agist@philasd.org
Organization Chairperson	Mr. James Arleth	215-400-7570	jarleth@philasd.org
School Nurse	Ms. Marsha Collier	215-400-7570	mycollier@philasd.org
Technology Teacher Leader	Mr. James Arleth	215-400-7570	jarleth@philasd.org
Dean	Ms. Colleen Krakauskas	215-400-7570	cmkrakauskas@philasd.org
Education-to-Career Coordinator	Ms. Deborah Weems	215-400-7570	dmweems@philasd.org
Athletic Director	Mr. Brian Kelly	215-400-7570	brikelly@philasd.org
Office Manager	Ms. Donna Hudson	215-400-7570	dhudson@philasd.org
Student Records	Ms. Donna Hudson	215-400-7570	dhudson@philasd.org
Attendance Records	Ms. Donna Hudson	215-400-7570	dhudson@philasd.org
School Operations	Mrs. Nicole Lee	215-400-7570	nlee@philasd.org

**FLC SCHOOL ORGANIZATION**

Franklin Learning Center is a magnet high school for students in grades 9 through 12 in the School District of Philadelphia. Students may choose to major in one of five pathways: Academy for Public Health, Academy for Business Administration, Academy of Performing Arts, College Prep or the Computer Science Academy. Fulfillment of school requirements for graduation prepares students to succeed in college, the military, and the workplace.

Students attending FLC are expected to achieve a mastery score of 80% or better in every course they complete. Course teachers establish deadlines for assignments. As preparation for college and the work force, students are expected to meet these deadlines. In addition to required course work, we encourage students to take full advantage of all advanced courses offered at FLC, including those at area universities and colleges through the Dual-Enrollment Program.

The Administration consists of a Principal and one Assistant Principal who maintain an “open door policy” with the students. The Organization Chairperson works closely with the administrators to provide flexible and appropriate rostering and scheduling of classes for every student.

FLC offers five areas of concentration for students, with approximately 200 students in each. These areas of study are:

- **Medical Assisting**
  - Medical Assisting emphasizes science courses and experiences in health and medical-related careers, with a focus on public health and opportunities for internships.
- **College Prep**
  - College Prep allows students to explore academic areas, such as world languages and graphic art without a concentration in one specific area.
- **Business Administration**
  - Business Administration emphasizes the application of technology in the business and communications fields. Business plans and entrepreneurship are part of this course.
- **Performing Arts/Visual Arts**
  - Performing Arts/Visual Arts allows students to develop their talents in dance, vocal, art, and instrumental music.
- **Computer Science (New this year, less than 100 students in the program)**
  - Computer science prepares students to work with programming and applications.
- **Newcomer Learning Academy(Students enrolled through the MAC )**
  - The Newcomer Learning Academy is designed to support students new to the country in their attainment of high school credits for graduation.

Our counselors provide many services, including college and career guidance, and academic and social counseling. Parents may schedule an appointment by calling the counselor:

Ms. Megan Condit-Shaw(Grades 11-12). 215-400-7570 or Mr. Asmaro Gist (Grades9-10) 215-400-7570

The Dean of students, Ms. Krakauskas, is the student's "go to" person. She is an advocate for all students and heads our Peer Mediation Team.

Our FLC monthly letter will be posted on the website (flchs.org) along with the annual school calendar. It provides families with updated schedules, information, announcements, and student achievements.

### **ATTENDANCE PROCEDURES**

#### ***Reporting to School***

Students must report to school sufficiently early to pass through the security/scanning process, and go to their lockers. **All students should be seated in their advisory by 7:55 A.M.** Breakfast is served from 7:15 AM until 7:45 AM. Students wishing to eat breakfast at school should arrive early enough to Scan in, eat, visit their locker and arrive at their Advisory by 7:55 AM. This is the beginning of the school day for students.

#### ***Administrative Entry Search***

School District Policy #109.8 dictates:

*Weapons are not permitted in Philadelphia Board of Education facilities. All persons entering this building or a program in this building may be required to submit to a metal detector scan, and a personal search if necessary, to ensure that weapons are not brought into this building. Bags and parcels also may be searched by means of metal detecting devices, by hand, or otherwise.*

All students entering FLC must pass through the metal detectors and their belongings go through X-ray scans. Persons carrying weapons on School District of Philadelphia property are subject to arrest according to PA State Law Act 26.

#### ***Photo Identification (I.D.) Cards***

For safety reasons, all persons entering the FLC building must be easily identifiable. Staff and students must carry photo ID cards at all times in the school building. New students will receive a photo ID card and lanyard at no cost. The cost of a replacement ID card is \$5.00. One-day temporary ID slips and badges cost \$1.00. Visitors to the school must show a photo ID at the front desk before being permitted to report to the Main Office.

### *Dress Code / Uniform Policy*

At FLC, “appropriate attire for school” means fully covered from the neck to the tops of the knees with plain color clothing as described below. (No midriff should be visible.) Students are not permitted to wear hats and head coverings in the building, except for religious reasons documented by the bona fide leader of the religious sect.

The FLC uniform:

#### **VISIBLE TOP CLOTHING**

- Navy blue collared shirt, with or without FLC logo, or any FLC apparel
- No patterns, decorations, logos, slogans, or words, with the exception of the “FLC” logo and/or emblems
- No low cut shirts, bare midriffs, tank tops, or see-through tops, no sleeveless athletic shirts

#### **VISIBLE BOTTOM CLOTHING**

- Any bottom with no holes or slits

**Appropriate Length: Shorts and skirts must measure no shorter than three inches above the knee.**

- Students must wear the FLC school uniform in order to fully participate in the educational program and extracurricular activities, including trips and internships outside the building.
- Students who do not adhere to the uniform policy will have their ID taken at the front door or in the hallway and must serve a detention for being out of uniform, repeated violations may lead to students losing their privileges for a period of time.

### **Procedures for the Entrance of Students**

Students must scan-in with their ID cards when they enter the building. Students who forget their ID cards are subject to a \$1.00 fine for the temporary ID slip. Students then walk through the X-ray machine before going to breakfast or their lockers.

Students must store food and any electronic equipment inside their book bags in the Lobby, as they enter the FLC building.

- Only food in sealed plastic containers are permitted.
- Glass containers are not permitted
- Students must remove hats and head coverings immediately upon entering the FLC building, with the exception of those worn consistently for religious reasons.
- **Cellular phones, iPods, and other electronics must be turned off and placed out of sight. Before going through the metal detector cellular phones must be placed into book bags.**
- **Franklin Learning Center is not responsible for any lost or stolen cell phones or other electronic equipment.**
- Students must place all metal objects, such as keys, coins, large earrings, bracelets, and belt buckles, inside their book bags to go through the X-ray machine.
- Students will be directed to lines leading to the walk-through metal detector portals and the X-ray machines.

**In accordance with PA State Law and School District policy, students are not permitted to carry the following items in or on the property of school buildings:**

- Glass bottles, mace, pepper spray, lighters, matches, cigarettes, cigars, and other smoking-related materials
  - Items will be confiscated and discarded in the trash.
  - Disciplinary action may be taken.
- Sharp items/tools, such as screwdrivers, metal hair picks, scissors, and math compasses
  - Items will be confiscated and not returned.
- Any form of alcohol or drug
  - Items will be confiscated and held as evidence.
  - The student will be suspended.
  - The student may be arrested and/or recommended for an EH-21 disciplinary transfer from FLC.
- Any tool, instrument, or implement capable of inflicting serious bodily injury which violates Pennsylvania State Law Act 26 regarding the possession of weapons on school property
  - Item will be confiscated and held as evidence.

- The student will be arrested immediately.
- The student will be suspended from school.
- Procedures will begin for an EH-21 disciplinary transfer from FLC with the possible recommendation of expulsion from a PA public school in accordance with PA Law Act 26.

### ***Advisory***

Advisory classes meet at 7:55 AM, prior to the first instructional period (Period 2-3). **All students must attend Advisory. Students must remain in their respective advisory rooms until the first period bell.** Students who do not report to Advisory will receive a cut for the period.

In Advisory, students receive information regarding various school activities, schedules and important dates, and notification of appointments with deans, counselors, roster chairperson, and the nurse. Transpasses will also be distributed during Advisory, **on Friday only.**

### ***Lateness to School***

Franklin Learning Center's school day begins at 7:55 AM. Students who scan in after 7:55 AM will be marked late. Students reporting late with a note from an appointment will have the lateness excused. Students who are late are considered cutting all missed classes, including advisory. For repeated violations, a parent conference will be scheduled to develop a contract to prevent future lateness.

### ***Absence Notes***

There are instances when it is necessary that a student miss school. These are called "excused absences." Excused absences include circumstances such as illness or injury, teen parent leave (delivery only), death/funeral-related absence (see below), education-related trips or activities, suspension, and religious holidays. A written notice from a parent or guardian must be submitted to the school **immediately** upon a student's return to school. Failure to submit the note within three days of the student's return to school results in the absence being coded "illegal/unexcused." Parents are encouraged to submit absence notes via email to the student's advisor. Such notices must include a valid telephone number or other means of contact for verification purposes. **A physician's certification of illness/injury/delivery is required if the absence extends for three (3) or more consecutive days.**

An unexcused/illegal absence occurs when a student is absent without submission of a valid excuse. That means that either no written notice was submitted to the school upon the student's return or that the reason provided in the notice was an invalid excuse. Examples of invalid excuses include (but are not limited to) babysitting, woke up late, or on vacation with family.

Therefore, the administration and staff when dealing with student absence will apply the following procedures consistently:

1. Students who are absent from school must bring a verifiable excuse note on the day of their return to school, which is signed by their parent, stating the reason for and the date(s) of the absence or as stated above an email sent to the students' advisor. Failure to produce a proper note will result in a coding of unexcused absence/illegal in the roll book and on the School Computer Network.
2. Cumulative unexcused absences will restrict a student's ability to participate in extra-curricular activities.
3. Upon returning to school, students are responsible for arranging with their teachers to make up the work that they missed because of their absence. Teachers also share in this responsibility for determining a reasonable and specific time for the completion of the missed work.

**NOTE:** Students who expect to be absent more than four consecutive weeks should contact the School Nurse to apply for homebound services.

### ***Religious Observation***

Students who are absent from or late to school because of participation in a religious obligation must present a note from their parent or guardian stating the place and time of the obligation.

### ***Request for Absence from School***

The school recognizes that there are times when it becomes necessary for a parent or guardian to request that his/her child be absent from school for a short period for reasons other than illness. When this becomes necessary, the following procedure is to be followed:



1. At least one week prior to the requested dates of absence, the parent/guardian is to write a note explaining the reason for the absence and the anticipated dates of the absence. The note must be signed by the parent/guardian and contain a phone number where the parent/guardian can be reached for verification of the note.
2. The student is to bring the note to the Principal for approval. If approved, the absences will be marked as excused and the student will be given a letter from the Principal granting permission.
3. The student is to present a copy of the letter to each of his/her teachers for their signature and to arrange for any work that will be missed during the period of absence.
4. When completely signed, the letter is to be returned to the Principal who will keep it on file.

Failure to follow this procedure may result in the absences being marked as unexcused and the student being denied the opportunity to make up missed work. All other emergencies will be handled as they arise.

### *Early Dismissals*

**Students under 18 years of age must be picked-up by a parent/guardian, or a verifiable designee. The person picking up a student must present a valid picture I.D.** Early dismissals are granted for medical and personal emergencies. No early dismissals are issued without a note from the parent or guardian, which can be verified by a phone call. If the student is 18 years of age, he or she does not need a parent/guardian escort, however, a phone number must be provided to verify the dismissal.

Medical and dental appointments should be scheduled after school hours when possible. For those that must be made during school hours, early dismissal slips can be obtained in the Main Office. A parent or guardian must submit a written request for dismissal providing a phone number for verification. Emergencies, regarding job interviews, family issues, and college matters are handled in the Main Office.

After checking in with your Advisor, and prior to the start of Period 2-3, the student must bring the written request from his/her parent, stating the name of the student, time of dismissal and a phone number where the parent can be reached to verify the note.

**Administrative approval is required for any other emergency that should arise during the school day necessitating that a student leave early. Students may not leave without first securing administrative approval. A parent or guardian must pick up any student under 18 years of age who requires an early dismissal.**

### *Leaving the Building*

Only students with early dismissals or special rosters are permitted to leave the building before the end of the school day. Students, who leave school without permission, will be subject to disciplinary actions, such as suspension. They will be marked cutting for the classes skipped and excessive cutting will be reason to recommend the student to return to their neighborhood school.

### *Class Attendance/Cutting*

Missing classes (“cutting”) is detrimental to a student’s academic performance and often contributes to behavior that is disruptive to the entire educational program. Students are considered to have “cut” if they are marked present in school but do not attend class. Chronic cutting often leads to subject failure and will result in a recommendation to return the student to their neighborhood school.

### *Responses to Non-Attendance (Truancy)*

A student who is absent without a valid excuse is considered “truant” from school. A pattern of truancy can lead to a number of interventions or penalties, depending upon the circumstances. On the school level, truancy can result in school based interventions (home visits, truancy elimination plans, academic supports, social service referrals, etc.) or truancy court. In Philadelphia, there are truancy sweeps around the city each school day and tickets ranging from \$25 to \$300 can be issued to parents of students who are truant.

According to the Compulsory School Attendance Law, a judge or hearing officer may require the student and/or his or her parent or guardian to do any or all of the following:

- Appear at a hearing regarding the student’s truancy.
- Perform reasonable school or community service for a period designated by the hearing officer.
- Complete a parenting education program.
- Obtain counseling or other supportive services, including a Comprehensive Student Assistance Process Tier II, Re-Entry, or other service plan as provided by appropriate school officials.
- Pay a fine of up to \$300.

- Pay court costs.
- Serve up to five (5) days in county jail.
- Children who are truant may be declared dependents of the state as part of the adjudication process.

All parents are expected to:

- Ensure that their children are enrolled in school and attend school regularly, on time, and for the whole school day.
- Emphasize the importance of on-time attendance in school, class, and supervised activities.
- Send your child to school every day prepared to participate and learn by providing a good night's sleep and breakfast.
- Establish reasonable, age-appropriate curfews/bedtimes.
- Make personal appointments for your child outside of the school day or during school breaks as much as possible.
- Ensure that their child receives the periodic student health examinations that are required by law.
- Schedule family vacations to coincide with school recesses.
- Call the school when your child is absent.
- Provide a written excuse for every absence when your child returns to school.
- Provide a written excuse for every late arrival and early departure.
- Provide correct current addresses, emergency contacts, home, cell and work telephone numbers, e-mail addresses to the school at the beginning of each school year and update information whenever there are changes.
- Help develop and implement the individualized plan for your child's improved attendance when necessary.
- Celebrate good attendance and success.

### **ACADEMIC INFORMATION**

#### ***Homework***

At FLC, homework is an important part of each student's instructional program. Homework may not always be written work; studying is an important part of the high school curriculum. In connection with the day's lessons, teachers assign homework and count this work as part of the grade for each course. Students should be doing a minimum of two hours worth of homework each evening.

While students are to assume the major responsibility for completing all homework assignments, parents are encouraged to take an active interest in their child's homework by doing the following:

- Asking about homework every day
- Providing a definite time and suitable place for the completion of homework assignments
- Checking homework for accuracy, neatness and completeness
- Meeting with the teacher to discuss issues or concerns with respect to homework and/or class work assignments
- Check student progress on Gradebook or through Engrade.

#### ***Study Skills***

The importance of developing good study skills is essential to your success. Each student should establish a daily study schedule that reflects a commitment to learning. Being prepared for instruction also includes bringing the necessary materials to school each day.

#### ***7 Habits of Highly Effective Teens by Sean Covey***

1. Be proactive – take responsibility for your life.
2. Begin with the end in mind – define your mission and goals in life.
3. Put first things first – prioritize the most important things in your life.
4. Think win-win – don't think in terms of competition with others.
5. Seek first to understand, and then be understood – listen with sincerity to people and do not be judgmental.
6. Synergize – be cooperative; work with others, compromise.
7. Sharpen the saw – renew yourself on a regular basis (mentally, emotionally, physically and spiritually).

Covey, S. (1998). *7 Habits of Highly Effective Teens*. New York: Fireside.

We strongly urge parents to attend report card conferences. If questions or concerns arise at other times during the school year, parents may call school to set up an appointment to meet with teachers. Email is the most efficient way to reach teachers. An accurate email list for teacher email will be on our website, [www.flchs.org](http://www.flchs.org).

### ***Progress Report***

Interim reports are mailed home each quarter. **If you do not receive a mailing, please contact the Main Office to check that we are using your correct address.** Real time information about your child's progress can be found in SIS system. To access the SIS, parents need to register in the Parent Portal, creating usernames and passwords, or you may contact Mr. Arleth, Organizational Chairperson, for assistance.

### ***Roster Changes***

Students, who believe they have been rostered incorrectly, must submit a *Roster Change Request* to the Organizational Chairperson. **Students must attend their rostered courses/classes until they receive revised rosters during their Advisory classes.** To change a program, the student must complete the sign-out form and meet with the counselor.

### ***Academic Honesty***

We expect FLC students to maintain the highest level of honesty in their work. Students must credit others for any work that is not their own original writing or creation through citations or other form of acknowledgement. The Philadelphia School District's policies are strictly enforced.

*Forgery of papers, reports, tests or notes or any other forms of cheating and/or copying the work of another student or plagiarism from library or internet source is prohibited and will result in disciplinary action as well as loss of academic credit. Students are expected to respect the computer privileges given to them. All students who have permission to use school computers must keep their passwords to themselves. It is against this rule to use another person's passwords or accounts. It is against this rule to break into other files or systems, to download copyrighted material, or to conduct personal business enterprise using the school computer network.*

### ***Students' Academic Standing***

The Franklin Learning Center follows the grade designations as identified by the School District of Philadelphia's credit attainment:

<b><u>ACADEMIC STANDING</u></b>	<b><u>CREDIT RANGE</u></b>	<b><u>END OF YEAR</u></b>
Freshman	0 - 5 credits	6
Sophomore	7 - 10 credits	11
Junior	11 - 16 credits	16
Senior	17-26 credits	23.5 - 26

In addition to the above information, each program has specific requirements, which students must meet for graduation. Students must complete full courses, as well as meet specific requirements for National Honor Society, college entrance requirements, and NCAA eligibility. Keep in contact with your Counselor to insure that you are meeting all requirements.

### ***FLC Honor Roll Criteria 2015-2016***

Distinguished Honors: All A's

Meritorious Honors: All A's and B's

### ***Honor Society – FLC's Scholastica Chapter***

Students can be inducted into the National Honor Society if they demonstrate the qualities of scholarship, service, character, and leadership, determined by the following criteria:

- Scholarship
  1. Must have completed 11 credits in the proper distribution for graduation
  2. SAT minimum score of 1000 (English and Math) or ACT minimum score of 21
  3. Completed three English courses and be rostered for the fourth course
  4. Completed three science courses and be rostered for the fourth course
  5. Completed three math courses and be rostered for Calculus
  6. Completed three social studies/history courses or be rostered for third course
  7. Completed two years of foreign language courses or be rostered for the second course
  8. Must be rostered for a minimum of one Advanced Placement class or Dual Enrollment
  9. Must have 90% attendance and punctuality
- Character

Students against whom disciplinary action has been taken for disrespect of authority, cutting class, cheating, stealing, or other offenses will not be considered.
- Service

Service to school would include volunteering as a tutor, mentor, or office assistant, and/or participating in school related activities at FLC. Service to community would include volunteer work in hospitals, community centers, churches, senior citizen centers, childcare centers, etc.
- Leadership
  1. Demonstrates resourcefulness in problem solving and application of principles
  2. Takes initiative in promoting school activities
  3. Exercises positive influence on peers in upholding school ideals
  4. Inspires positive behavior in others

### **Minimum Graduation Requirements for Class of 2016**

#### Course Requirements

##### Subjects

English: English I, II, III, IV

Mathematics: 3 separate courses

Science: 3 separate courses

Social Studies: 4 courses

Health/Physical Education: 1.5 courses

World Language: 2 courses in the same language

Humanities: 2 courses

Electives: 4 courses, one of the courses in Mathematics or Science

School/Community Service 96 hours, (24 hours per year)

Multidisciplinary or Service Learning Project

Students in Medical Assisting or Business Administration are required to take the NOCTI exam. Failure to take the exam, or to finish it will result in a \$200.00 penalty fee.

Students who are enrolled in AP courses are required to take the AP exam for the course. Failure to take the exam will invalidate the AP credit and student is required to pay the testing fee.

NOTE: All requirements are subject to change per School Reform Commission directives.

#### ***Financial Obligations: All Students must meet their financial obligations before Graduation or Participation in Special Activities:***

The policy set by the School Reform Commission requires all students “to be responsible for the proper care of school property and the school textbooks, supplies, and equipment entrusted to them.” In order to participate in any class activities, including graduation exercises, students must have satisfied all school debts, including but not limited to textbook losses, school property, dues, temporary ID card costs, etc. The school will require a payment of debts in order for students to participate in the Senior Prom, Junior Prom, and other class activities.

#### ***Academic Standards For Athletic Eligibility***

Students are encouraged to participate in activities outside of the classroom setting. All students who wish to be eligible to participate in Sports must maintain academic, attendance, and behavior standards at FLC.

- Credit Requirements
  - 1<sup>st</sup> Quarter
  - 9<sup>th</sup> graders are automatically eligible

- all credits from previous year including Summer School
- partial credits from previous year, including Summer School, to apply for probation
- 2<sup>nd</sup> Quarter Passing of rostered classes on 1<sup>st</sup> report
- Low grades in rostered classes to apply for probation
- 3<sup>rd</sup> Quarter Passing all rostered classes on 2<sup>nd</sup> report
- Low grades in rostered classes to apply for probation
- 4<sup>th</sup> Quarter Passing of rostered classes on 3<sup>rd</sup> report
- Low grades in rostered classes to apply for probation

Probation will be granted only once per school year.

- Attendance Requirements
  - Three (3) or more unexcused absences in a report period will cause a student to be ineligible for participation in the following report period. Students must be marked present in morning classes on days of practices and games.
- Behavior Requirements
  - Any student may be prohibited from participation in any extracurricular activity at the direction of the Principal if the student violates the punctuality, citizenship, or behavior standards of the School District.
- \* Student athletes must also meet PIAA Eligibility Guidelines.
  - These guidelines are available from your Coach, Athletic Director, or Counselor.

NOTE: Meeting quarterly eligibility standards for extra-curricular activities does not guarantee graduation.

### ***NCAA Initial Eligibility Requirements***

Any student intending to participate in college sports must meet all NCAA requirements. These requirements are subject to change by court decision. A booklet containing all NCAA requirements is available from your counselor and/or the Athletic Director. This booklet contains specific information regarding:

- Approved core courses for 2016 graduates
- Minimum SAT score
- Minimum ACT score
- Anyone taking courses outside FLC (i.e. summer, evening, private, etc..) MUST make sure that the course has NCAA approval.

### ***Academic Support***

Tutoring in major subjects is available after or before school. Students are encouraged to seek help as soon as they detect a problem in a subject by speaking to their teacher, and/or Counselor. The tutoring schedule will be sent home with the October calendar.

### ***Student Records***

The school has the need to collect and maintain certain information related to the health, education and welfare of its students. This information is vital to the continuity of the school's educational program. Federal and PA State Laws provide safeguards to the privacy of such records and guarantee access to these records by parents or guardians and students.

A parent or guardian who wishes to review the records of a student for whom he/she is responsible should contact the student's Counselor for an appointment or present a written request to the Counselor for such an inspection. Such requests will be granted as soon as possible, but not later than 14 days from the date of the request. Students under eighteen (18) years of age must have written permission from their parent or guardian prior to viewing their educational records.

## **EXTRA -CURRICULAR ACTIVITIES**

### ***Clubs and Athletics***

It is highly recommended that students participate in activities beyond the academic classroom. If available, these activities provide experiences that foster camaraderie, cooperation and collaboration with peers and adults, sportsmanship, and leadership. These qualities are beneficial throughout life, and enhance a student's resume for college, the military, and work.

Depending on our funding, the FLC staff members may provide a wide range of extracurricular activities for our students. Listed below are *some* of the E.C. activities that have been offered at FLC:

Art Club	Mock Trial		Future Business Leaders of America: <i>FBLA</i>
Badminton	National Honor Society		Health Occupations Students of America: <i>HOSA</i>
Band	Red Cross Club		Yearbook: <i>Genesis</i>
Baseball	Science Fair		Table Tennis
Basketball	Soccer		
Chess	Softball		
Cheerleaders	Stage Crew		
Choir	Student Council		
Cross Country	Volleyball	Fall: Female	Spring: Males

**Procedure for excusing a student’s absence from class:**

***For Sporting Events***

Initially, every member of a sports team will approach each teacher on their roster to obtain a signature indicating their eligibility to be a member of the team. After securing the signatures, each week, the AD will post an eligibility document on Google docs. Teachers are to check the doc and indicate player’s eligibility to play. A teacher’s failure to respond to the document is an indication that the student is eligible. This document must be completed by the close of business on Friday. On the game day, the coach will email the list of eligible students. Teachers may also approach the coach with any concerns. By the first game, the final eligibility list will be available. Managers will also be included on the eligibility list. All eligible students are to be excused from class and are responsible to make up work missed.

**Eligibility:** less than 3 failures for all rostered classes, or 1 tested area class; less than four detentions in a month; less than 3 unexcused absences per quarter.

***For EC activities- i.e. Mock Trial, Red Cross, science fair, computer fair, etc.***

Moderators will request students to be released from class to prepare for an event associated with the club at least 24 hours prior to being pulled. All eligible students are to be excused from class and are responsible to make up work missed.

***For Trips***

The cut off for accepting student permission slips will be one (1) week prior to the trip. All trips must have the required number of chaperones. The trip moderator will email a Google doc for teachers to give permission for the student to attend the trip. All eligible students are to be excused from class and are responsible to make up work missed.

**Eligibility:** less than 3 failures for all rostered classes, or 1 tested area class; less than four detentions in a month; less than 3 unexcused absences per quarter.

***For Program Specific Trips***

Students are to be excused for program specific trips because it is part of the course work for the students. The program leader will email teachers one week prior to the trip of the students who are attending the trip. If a student is struggling in your class, please notify the program leader/ trip moderator, who will address the issue with the student. All eligible students are to be excused from class and are responsible to make up work missed.

### ***For Instrumental Music Lessons***

Based on CMIT schedule and will be addressed on the roster. All eligible students are to be excused from class and are responsible to make up work missed.

### ***Dual Enrollment with Arcadia University***

Arcadia courses are scheduled according to the Professor's availability. All eligible students are to be excused from class and are responsible to make up work missed.

### ***Student Government***

The FLC Student Council consists of representatives of the student body and conducts many activities of interest for students, as well as acting as the liaison between the student body and the administration.

### ***Assemblies/Auditorium***

Special assemblies in the auditorium are usually scheduled during the 80 minute period. Announcements will be made as to which group is scheduled for an assembly program. Teachers will escort the students to the Auditorium. Town Hall meetings are scheduled for grade groups during an extended Advisory. Students are to enter the Auditorium with their Advisor. We expect students to maintain appropriate behavior during the program. They cannot eat, drink, or leave the auditorium without authorization. They must remain in their seats until dismissed by the assembly leader.

## **SCHOOL DISTRICT OF PHILADELPHIA CODE OF STUDENT CONDUCT**

*( Please see 2018-2019 Code of Conduct for updates.)*

### **Policy Statement**

It is the goal of the School District to provide a positive educational setting for every student. This requires an understanding of and adherence to acceptable standards of respectful behavior that will allow learning to take place in the classroom. Every student is entitled to an education, and the right to be free of a climate that disrupts the education of others.

The Code of Student Conduct establishes a policy of rules, expectations, and consequences for students who endanger the safety of the schools and/or disrupts the educational experience for other students. Every student must follow all of the rules of the Code of Student Conduct before, during, and after school. The Code applies to students in school buildings, on and off school grounds, at school-related activities, on the way to or from school, as well as all means/modes of transportation, including, but not limited to school district, private and public transit systems, when displayed behaviors violate the Code of Student Conduct, and directly impact any educational setting and/or school community. The Code of Student Conduct provides and utilizes a progressive discipline practice, to provide corrective instruction, to students who do not meet behavioral expectations.

The home shares the responsibility in the education of our youth; parents and guardians should be sure to know and understand the Code of Student Conduct and their child's school handbook.

This Code of Conduct provides definitions of behavior offenses. Some definitions include examples. These examples are not intended to be an exhaustive list; the behaviors covered by the definitions include, but are not limited to, the examples given.

**The safety and security of all students are our highest priorities, and we are committed to providing a safe learning environment. Parents who have questions or concerns should contact the school principal.**

Behavioral incidents will be classified according to minor or major behaviors.

**Level 1 Infractions (Minor)** –Discipline incidents that are low level intensity and do not threaten serious bodily harm to others or create a hostile environment to the school community.

### **Examples of Expected Behaviors and Level 1 Infractions of Behavioral Expectations**

- Show respect to school staff, students, and visitors.
  - Failure to follow classroom rules/disruption/disrespect for authority

- Fighting
- Simple assault
- Threats
- Reckless Endangerment
- Show respect to the property of the school and others.
  - Destruction and/or theft of property in amounts less than \$150
  - Defacing school property
- Be prepared to participate in class. Come to school in uniform, appropriately dressed.
  - Dress code violation
  - Failure to carry hall-pass or appropriate id
  - Failure to participate/unprepared for class
- Come to school on time, each day.
  - Truancy/excessive tardiness/cutting class
- Bring only appropriate school related materials and items to school
  - Possession of beepers, pagers or cell phones, and other electronic devices
  - Possession of inappropriate personal items (CD player, playing cards, baseball cards, etc.)
- Use polite language and maintain appropriate conduct.
  - Using profane/obscene language or gestures.
  - Public display of affection; Inappropriate touching
- Academic honesty
  - Forgery of administrator, teacher, or parent's signature
  - Alteration of grade reporting, medical excuses, or other school documents

**Level 2 Infractions (Major)** –Discipline incidents that severely interfere with the learning and safety of others, are of a threatening or harmful nature and/or are legal violations, warranting administrative intervention.

- Respect school property and the property of others
  - Destruction and/or theft of property in the amount of \$150 or more
  - Vandalism
  - Breaking and entering school property
  - Robbery
  - Extortion
- Treat others with respect and courtesy
  - Harassing/bullying/cyber-bullying or intimidating any member of the school and/or school community
  - Threatening students or school personnel with aggravated assault
  - Assault of school personnel
  - Instigates or participates in group assaults
  - Aggravated assault
- Maintain a safe and orderly school environment
  - Possession of a weapon
  - Possession/use of fireworks or other explosive/ incendiary device or poisonous gas
- Maintain a drug-free school environment
  - Possession of a controlled substance with the intent to distribute or use
  - Possession of alcohol with the intent to distribute or use
  - Unauthorized possession of non-controlled substances with the intent to distribute or use
- Maintain appropriate physical contact and conduct
  - Sexual Acts (voluntary or involuntary)

*Scope of Rules of Conduct*

These rules apply to any conduct:

- a) on school grounds during the school day or immediately before or after school hours
- b) on school grounds at any other time when the school is being used by a school group
- c) off school grounds at any school sponsored activity, function or event
- d) traveling to and from school, including actions on any school bus, van or public conveyance
- e) off school grounds when the conduct may reasonably be expected to undermine the safety of the students or staff, to cause disruption in the school, or to undermine the proper disciplinary authority of the school

**Approved Corrective Action Level 1 Violations**

For any violation of a Level 1 offense, a student will be subject to one or more of the following corrective actions:



- After school detentions
- RtII
- Short-Term Suspension, 1-3 days
- Parental Conferences

### **Approved Corrective Action Level 2 Violations**

For any violation of a Level 2 offense, a student will be subject to one or more of the following corrective actions:

- suspension from school for a minimum of four to ten days
- placement of the student in an alternative education program when the other required academic and attendance criteria are present
- referral to an appropriate counseling program within the school district, a community mental health program, and/or an alternative placement center for diagnostic services
- placement in a SDP alternative education program, remedial disciplinary school, or twilight program
- expulsion from the School District, if the student had previously been assigned to a disciplinary school
- referral to law enforcement authorities, as appropriate

*In addition to the aforementioned offenses, FLC maintains a student discipline code that prohibits the following, all of which are addressed in the student handbook:*

- hats, caps, cell phones, cameras, video cameras, CD players, radios, outer garments such as coats, worn in the hallways or classrooms;
- smoking in the school building, on school grounds and at school sponsored activities;
- inappropriate clothing, such as bare midriffs, tank tops, short shorts, mini dresses, and garments with profane or obscene language;
- eating/drinking in classrooms (except where lessons involve such activities);
- truancy;
- cutting class;
- lateness to class and/or school, and
- leaving the school building and/or grounds without authorization.

### ***Detentions***

Teachers and administrators may assign detentions for minor discipline infractions or late arrival to school. Students are required to report to detention on time, bring appropriate identification and materials for study, etc. Students must observe the code of conduct while serving a detention. Students, who fail to serve assigned detentions or who accumulate an excessive number of detentions, are subject to further disciplinary action.

### ***Out-of-School Suspension***

The purpose of a suspension is to have both the student and parent recognize that the student was engaged in some type of serious, disruptive, non-acceptable behavior. Therefore, if suspended, the student will be reinstated only after his/her parent or legal guardian sees the appropriate dean or administrator. Phone calls are not acceptable for reinstatement.

**Students who are on suspension are not permitted in the building or on the school grounds. Nor, may they participate in any school activities. Students on suspension and found on school grounds are subject to arrest for trespassing.**

### **ACT 26 of 1995 (The Safe Schools Act)**

Act 26 creates a mandatory one-year expulsion for the possession of weapons on school property, including buses, and at school-sponsored events. The Act states a weapon "shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury." There is no requirement that the student use or try to use the weapon, and possession for self-protection is not considered as an exemption from the law. Possession includes, but is not limited to, weapons found on the person, as well as in school bags, desks, lockers or vehicles.

Act 26 also requires parents to provide a sworn statement upon registering their child in school as to whether their child had previously been suspended or expelled from another school for violations of said act. Act 26 also requires schools to maintain records on acts of violence and weapon possession and to forward student discipline records when a student transfers to another school.

### **ACT 33 of 1995 (Delinquent vs. Criminal Acts)**

Act 33 provides that any person age 15 or older, who commits a violent crime and either (a) committed the crime with a deadly weapon or (b) has previously been adjudicated delinquent for a violent crime, will automatically be tried as an adult in the criminal justice system.

### ***Drug and Alcohol Abuse***

Students in possession of, or under the influence of drugs or alcohol, will be subject to prosecution under the law and disciplinary action as defined by the School District of Philadelphia's Code of Student Conduct. Violators will also be referred to the Comprehensive Student Assistance Program and to an appropriate counseling program within the school, the District or the community. Students, who must take a prescription drug during school hours, are to take the drug to the nurse, who will supervise the administration of said medication at the appropriate time.

### ***Sexual Harassment and School District Policy #102***

Federal court decisions and federal law aim to promote inclusion and a reduction of harassment and violence against gay, lesbian, bisexual and transgender students. Further, in Board Policy #102, the School District of Philadelphia affirms its commitment to Multiracial-Multicultural-Gender Education. This policy is designed to foster knowledge about and respect for those of all races, ethnic groups, social classes, genders, religions, disabilities, and sexual orientation. Its purpose is to ensure equity and justice for all members of the school community and society as a whole, and to give those members the skills and knowledge they need to understand and overcome individual biases and institutional barriers to full equality.

In keeping with the above, FLC is committed to maintaining a positive learning and working environment that is free from any form of sexual harassment. Sexual harassment is a form of sex discrimination, and is a violation of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, religion, national origin, or sex. Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors, inappropriate verbal or physical conduct of a sexual nature, or display of materials, which evoke responses not in keeping with the atmosphere intended for the classroom or the work place. Such conduct includes, but is not limited to:

1. Sexual flirtation, touching, advances or propositions
2. Verbal or written comments of a sexual nature, including sexually suggestive or degrading language.

Such conduct may not be used to create an intimidating, hostile, or offensive school/work environment. Students found in violation of this regulation and federal law will be subject to severe discipline, including referral to the appropriate authorities for legal action.

### ***Rights of Victims in School Related Offenses***

Any victim of a crime committed by a member of the school community has the right to pursue criminal charges through the Criminal Justice or Juvenile Court Systems. To do so, a victim may initiate charges with the Philadelphia Police or file a private criminal complaint. To file a private criminal complaint, if the alleged offender is an adult, the victim should call 215-686-9863, 215-686-9864 or 215-686-9865, or if the alleged offender is a juvenile, the victim should call 215-686-7430. A victim may also contact the District's Safety Hotline at 215-400-SAFE. A victim may also file a grievance in accordance with the District's student grievance procedure.

### ***Guidelines for Student Expression***

Students have the right to express themselves verbally and in writing, unless the expression interferes with the educational program, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, takes away another individual's lawful rights or undermines the school's basic educational mission. The wearing of buttons, badges or armbands bearing slogans or sayings shall be permitted as another form of expression, unless the message contains obscene, defamatory or offensive language, encourages illegal actions, contains any signs/symbols of gang affiliation, undermines the basic educational mission of the school, or results in interference with the educational program.

All clothing must comply with the FLC dress code and uniform policy.

**NOTE:** The distribution or posting of any materials must be approved by the administration and the information contained on any such material must be in conformance with the provisions applicable to those for student expression.

### ***Plagiarism***

A learning environment is based on trust, honesty, and integrity. Any form of academic dishonesty that violates or devalues the educational process is unacceptable and will not be tolerated. Violations against academic honesty include, but are not limited to, copying and submitting another's homework as one's own, as well as cheating on an essay, paper, quiz or test. Cheating is defined as obtaining or giving information that assists one's own or another's performance. This includes activities that take place both in and out of the classroom. At FLC, the use of aids, whether by writing, verbal, or coded means, is strictly forbidden.

The writing of a paper is an important aspect of the educational experience. To avoid plagiarism in any work, students must cite all ideas gained from research and various sources. Plagiarism may be as blatant as direct copying of quotations or whole papers, or as subtle as the failure to cite an author's ideas or interpretations – whether in print, electronic, verbal, audio and/or visual form. These actions are strictly forbidden and represent contempt, both for the original author and for the audience to whom the stolen ideas are presented.

Advice:

- Prior to doing any research project, be sure that you are perfectly clear as to the method that the teacher wants you to use when citing the sources you use, the number of sources to be used, and the types of sources to be used.
- If you are not sure about the use of a particular source or the need to cite the source, ask the teacher.
- Ignorance is not an acceptable excuse for plagiarism.

Penalties:

- You will receive an automatic zero for the research project/paper on which you plagiarized.
- Repeated incidents of plagiarism will result in other disciplinary actions.

### ***Cell Phones and Electronic Devices***

At FLC, students are permitted to carry cell phones that are turned off in the school building. Our school extends this privilege as a safety measure since our students travel across the city to come to school. This means that cell phones must remain off the entire time that the student is inside the school building. **Franklin Learning Center is not responsible for any lost or stolen cell phones or other electronic equipment.**

### ***Food Fights / Water Fights***

Students who participate in water fights or food fights, or otherwise engages in such similarly disruptive activities in school, are subject to severe disciplinary action and the loss of student privileges.

### ***Mace, Pepper Spray and Laser Pointers***

Mace, pepper spray and laser pointers are not permitted. They will be confiscated, and not returned. A student will also be subject to Level II discipline for possession of any of these items. A student discharging or using any such item(s) in a building or proximate to other people will be deemed as having committed an aggravated offense, Level II.

### ***Off Limit Doors and Other Areas***

With the exception of emergencies, such as fire drills, students who are found opening, leaving, or entering the building via side exit doors are subject to severe disciplinary actions. Students may not leave the building and return during the school day without special permission. Additionally, students cannot use areas such as the Auditorium, school stage, fire towers, boiler room, storage rooms, fourth floor, etc. under any circumstances without adult staff supervision.

### ***Smoking***

Smoking is not permitted anywhere in the building, on school grounds or at any school-sponsored activity. Students found in violation of this rule will be subject to disciplinary action.

### ***Vandalism and Graffiti***

Vandalism and graffiti constitute destruction of school property. Students found damaging or writing on any school property are subject to suspension, arrest and prosecution, and/or financial restitution. Students in possession of any graffiti paraphernalia will have said items confiscated and will be subject to disciplinary action, including prosecution under the law. Permanent/magic markers, spray paint, paint sticks, whiteout, etc. are not permitted on school grounds.

### ***Off Campus Activities***

Disciplinary action(s), normally taken for an act occurring on school grounds, may also be taken for acts occurring on a bus that is owned, borrowed, rented or leased by the School District, at any place at which a school-sponsored or school-related function is taking place, at any other school within the District, or at any time or place on the way to school or the way home from school.

The school reserves the right to discipline for any other activity, regardless of whether school is in session, whenever such an activity occurs and wherever it occurs, if such an off-school activity may reasonably be interpreted to threaten the ability of the school to maintain a safe, orderly and disciplined educational environment. When the school learns that a student has engaged in such conduct off school grounds, the administration shall conduct an investigation, as deemed necessary and appropriate, and may initiate disciplinary action in the same manner as if the action had occurred on school grounds. In conducting such an investigation, the Administration may cooperate with law enforcement authorities.

## **OTHER IMPORTANT INFORMATION**

### ***Emergency Closing of Schools***

FLC is a Philadelphia Public School, and the code for all Philadelphia Public Schools is #100. When weather or other conditions make it necessary to close schools, information is broadcast on KYW News radio (1060) and TV beginning at 5:30 AM. You may call 215-400-INFO (4636) in order to hear a message regarding school closings. School closings are also posted on the School District of Philadelphia website: [www.philasd.org](http://www.philasd.org).

### ***Emergency Procedures***

Drills for emergencies are performed regularly throughout the school year.

- Power Failure  
If a power failure should occur, students must remain in their classrooms until power is restored. If a power failure should occur during a lunch period, students must remain in the Cafeteria.
- Fire  
When the fire alarm sounds, staff and students are to begin leaving the building immediately in a safe and orderly manner, following the routes posted in each classroom. Students are to remain with their class in the area designated by their teacher.
- Lock-Down  
This procedure is followed in the event of an unsafe situation in or near the school building. When the announcement "Lock-down" is made, all students and staff members are to immediately enter the nearest classroom or office, and remain there until a safe condition has been declared by the Administration. Students who are in the bathrooms are to remain in the bathroom until the Lock-Down is lifted.
- Shelter-In-Place  
This procedure is followed in response to a natural or man-made disaster. The students would remain in the classroom until it is deemed safe for their release. Students who are in the hall when a Shelter-In-Place is called should report to the nearest classroom for shelter. It is important for parents/guardians *not* to come to the school building in this type of Emergency, since no one will be permitted to enter the building until clearance is given from the Philadelphia Police or Fire Department officials.

### ***Free Breakfast and Lunch***

Each FLC student is eligible for one free breakfast and lunch per day. Upon being served their meals, students must type in their School District I.D. number to account for the meal.

Breakfast is served in the Cafeteria from 7:15 AM until 7:45 AM. Students must eat their breakfast inside the Cafeteria and clean their space when finished. Students are assigned to one of four lunch periods. They are periods 6, 8, 10 and 12. **Out of respect for the students in classes, students must remain in the cafeteria until five minutes before the lunch period ends. At this time they may go to their lockers to exchange books for the next set of classes.**

### ***Lunchroom Etiquette***

Students may use the lunchroom during the breakfast period (7:15 to 7:45 AM) and during their scheduled lunch period. Students are not permitted to leave the school building or school grounds during their assigned lunch period. Eating takes place in the lunchroom, only. In order to make the lunchroom and other areas orderly, clean and attractive, all students are expected to:

- Follow directions from staff members supervising the lunchroom.
- Wait their turn in the food line in an orderly fashion. (Students may not jump ahead of others already waiting in the lunch line.)
- Keep the table areas and floor areas clean.
- Place all trash in the proper receptacles that have been placed throughout the lunchroom and halls.
- Leave the area clean for others to use.
- Use good table and eating manners.

### ***Health Services and Medication***

The School Nurse Office, Room 111, is located on the back hallway of the first floor. For the 2015-16 school year, we will have a part-time nurse. The Nurse's Office is the center for preventative screening and emergency aid. **A written pass and a phone call from the rostered teacher is required for all routine visits.** Emergencies will be addressed at any time.

No medication may be carried or taken in school without the following:

- Parents who wish to have a prescription medication given to their child during school hours must ask the School Nurse for a "Request for Administration of Medication" (Form MED-1). The form is available on our website, [www.flchs.org](http://www.flchs.org).
- The student's physician and the parent or guardian must fill out and sign the form.

**Students may not bring medications to school for their personal use, nor may students take any medication in school unless administered by the School Nurse.** Students should see the nurse for any health related questions that they may have.

**Parents:** If your child has any health problems, or is taking prescription medication for any reason even if it does not have to be taken in school, it is important that you inform the nurse about it.

### ***Homebound Instruction***

If a student must be absent from school for more than four weeks due to a medical condition, he/she may be eligible for Homebound Instruction. Please speak with the School Nurse for details and the required paperwork for an application.

### ***ID Cards***

In order to provide security for all, students must produce their student ID upon request. Students must not cover or deface their I.D. pictures with any stickers, writing, pictures, etc. I.D. cards are considered part of the required school uniform. Students must present their I.D. cards for transpasses, breakfast and lunch service, "outside privileges", etc. Failure to produce the ID card upon request by any staff member, may result in disciplinary action. Lost I.D. cards can be ordered when you request a temporary I.D. badge. They are replaced in the Main Office at a charge of \$5.00. Students who do not have an I.D. card to scan in, will be charged \$1.00 for a temporary I.D.

### **LOCKERS**

Lockers are the property of the School District of Philadelphia. Each student is assigned an individual locker. Students are responsible for the items stored in their assigned locker and for any damage to the locker. Lockers are not to be used to store illegal items. Students should not leave valuables or money in lockers. The School District reserves the right to enter lockers at any time, without the permission of the pupil to whom the locker is assigned. Lockers are provided with this implied agreement.

Students are to only use lockers before school, before and after lunch, and at the end of the school day. Teachers are not allowed to give students passes to go to their locker to get books.

**Students are not permitted to share lockers.** Coats and hats are to be kept in your locker. They are not permitted to be worn in the classroom.

### *Locks for Lockers*

Lockers and combination locks are issued to students at the beginning of the student's first school year at FLC.

**Personal locks are not permitted and will be removed.** Lockers are to be kept locked at all times. Students must report any locker malfunctions to the office. Damage caused by misuse will be charged to the student responsible for the damage.

### *Locker Clean Out*

It is **mandatory** that students clean out their lockers and return all school property and books at the end of the school year by a designated date. Notices will be posted. Students will be given ample notice to comply. After the designated date, all lockers will be opened and inspected.

**Neither the school nor the School District of Philadelphia is responsible for any losses or for items left in lockers at the end of the school year.**

### *Lost and Found*

The lost and found center is located in the School Police Office.

### *Transportation To and From FLC*

FLC is located at 616 N. 15<sup>th</sup> Street, between Mt. Vernon and Wallace Streets. It is near the intersection of Broad and Spring Garden Streets.

- Take the Broad Street subway to the Spring Garden stop. Walk west to 15<sup>th</sup> St. and north to Mt. Vernon Street.
- Take the Broad Street subway to the Fairmount stop. Walk south on Broad Street to Wallace Street. Walk west on Wallace to FLC.
- Take the Broad Street bus to Wallace Street. Walk west one block to FLC.

### *Student SEPTA Transpass Program*

As of June 2008, FLC students who are residents of Philadelphia, and living beyond 1.5 miles from the school are eligible to receive free SEPTA Transpasses. Students are responsible for the safety and security of the free student Transpass. **FLC cannot replace lost or stolen Transpasses.**

Transpasses will be distributed during advisory on **Friday only**. Advisory starts at 7:55 A.M. and ends at 8:11 A.M. Students are not to interrupt classroom instruction to ask a teacher for their transpass at any other time. Students, who miss Transpass distribution during advisory, will have to pick up Transpasses after detention in the cafeteria on **Friday**. Please arrive at the cafeteria by 3:05 p.m. Students who need to pick up Transpasses on Monday and any day going forward must report to the cafeteria by 3:05 for their detention. Students with **doctor's notes and court notifications** (only) will be excused from detention.

### *Visitors*

**In order to maintain a safe environment, all visitors must enter the main door on 15<sup>th</sup> Street**, and report to the Lobby desk attendant, present valid picture identification, and sign-in. He/she must then go to the Main Office and request permission to be in other areas of the school building to conduct official business. Upon conclusion of that business, the visitor is to return directly to the Lobby and exit the building. No young children or visitors are permitted to attend classes with students. The administration reserves the right to deny admission to visitors.

Parents are always welcome to visit, but it is recommended that an appointment be scheduled in advance when requesting to meet with an administrator, teacher or counselor to ensure that he/she will be available. Visitors who fail to report to the Main Office upon entering the building may be considered trespassing. Visitation privileges will not be granted to:

- a. Students not enrolled in this school who want to attend class with a friend or relative
- b. Students not enrolled in this school who wish to see a former teacher/staff member without an appointment
- c. Students wishing to bring young children to school with them

### ***Emergency Contact Information***

It is the parent/ guardian's responsibility to provide up-dated information for their child's emergency contact. This information allows school personnel to contact parents regarding school related matters and emergencies, which require parental notification and assistance.

### ***Police Arrest***

Any person entering the high school and disrupting the normal educational process of the school is subject to arrest for disorderly conduct, etc. Parents are expected to be a role model for their son/daughter and other students by conducting their behavior in an appropriate adult manner. Any student who acts in a disorderly manner and interrupts the educational process at FLC is subject to arrest for disorderly conduct and other disciplinary actions. Students who engage in a fight, or encourage others to fight, are subject to arrest for disorderly conduct, simple to aggravated assault, including terroristic threats, etc. Other disciplinary actions may include moving the student to a more appropriate/restrictive educational setting and/or scheduling a hearing before the appropriate authorities for an expulsion.

### ***School Property***

Textbooks, workbooks, reading material, lockers, team uniforms, etc. that are issued to students by the school are to be properly maintained and returned to the appropriate staff member at the end of the term/year/semester. Students are reminded that they are responsible for any school property issued to them. Items that are not returned or are returned in damaged condition will result in a charge being assessed against the student to whom the property was issued. Damage to textbooks includes altering a textbook number or book label in any manner. Every effort should be made to maintain school property in good condition. Students not meeting this obligation are subject to severe discipline, including collection through our legal department.

### ***Telephones***

Telephones are available for student use in Counseling Office and the Main Office. Students need a note from their rostered teacher to go to one of the aforementioned offices.

### ***Website***

Franklin Learning Center's website is **flchs.org**. For up-to-date information concerning academic programs, summer assignments, sports, special events/activities, school clubs, and the Alumni Association please check this site. Our website also contains information about some individual courses, if the teacher has posted that information.

## **SCHOOL DISTRICT OF PHILADELPHIA COMPUTING AND INTERNET ACCEPTABLE USE POLICY**

### ***Purpose***

The School District of Philadelphia provides its employees and students ("users") with access to computing equipment, systems and local network functions, such as School District email and the Internet. This access has a limited educational purpose for students and is to facilitate employees' work productivity.

### ***Access Rights and Privileges***

The School District has the right to place reasonable restrictions on the use of equipment, resources, and materials, which students and employees' access or post through the system. Students and employees are also expected to follow the rules set forth in the District's rules and regulations governing conduct, disciplinary code, and the law in their use of the District's equipment and network. This access has not been established as a public access service or a public forum. All access and rights are privileges granted by the District, and users should expect no privacy rights.

- All District employees and students will have access to the Web through the District's private network. Parents may specifically request that their children not be provided such access by notifying the District in writing.
- No student will be given or have access to District-provided Internet email.
- Students may be permitted to access an external Internet email service or their personal email account for the purpose of legitimate instructional or school-based needs. This is a local decision.
- Guests/contractors are not automatically eligible for a District email account. E-mail or network access accounts may be granted, if directly sponsored by a District administrator.

### ***Unacceptable Activities***

- Users may not use the District's private network to access material that is profane or obscene (pornography of any kind), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- Users may not post personal information on the Internet about themselves or other people. Personal contact information includes address, telephone number, school address, work address, pictures or video bites, clips, etc.
- Students may not agree to meet with someone whom they have contacted on the Internet without parental approval and participation.
- Users may not attempt to gain unauthorized access to any other computer system. This includes attempting to log in through another person's account or access another person's file. These actions are illegal, even if only for the purposes of "browsing", "snooping", or "electronic discovery".
- Users may not deliberately disrupt or harm hardware or systems, interfere with computer performance, interfere with another's ability to use equipment and systems, or destroy data. Users may not use the District's private network to engage in illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of others, etc.
- Users may not use the District's private network to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.
- Users may not post information that could endanger an individual, cause personal damage, or pose a danger of service disruption.
- Users may not knowingly or recklessly post false or defamatory information about a person or organization.
- Users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
- Users may not indirectly or directly make connections that create "backdoors" to the District, other organizations, community groups, etc. that allow unauthorized access to the District's network.
- Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
- Users may not engage in personal attacks, including prejudicial or discriminatory attacks.
- Users may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- Users may not re-post a message that was sent to them privately without permission of the person who sent them the message.
- Users may not forward or post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- Users are not to install or reproduce unauthorized or unlicensed software on District resources.
- Users may not plagiarize works that they find on the Internet or other sources.
- Users may not use computer resources and/or the Internet for private business activities or unreasonable personal use.
- Users may not use the District's private network for political lobbying.
- Students are not to download files unless approved by their teacher

### ***System Security Obligations***

- Users are responsible for the use of their individual access account and should take all reasonable precautions to prevent others from being able to access/use their account. Under no conditions should a user provide his/her password to another person.
- Attempts to log on to the District's private network or any other network as a system administrator are prohibited.
- Any user identified as a security risk or having a history of violating this or any other Acceptable Use Policy may be denied access to the District's private network.
- Users are expected to avoid the inadvertent spread of computer viruses by following the School District virus protection procedures, if they download software or share common file directory.
- Users are expected to notify a teacher or system administrator immediately of any possible security problem.
- Students are expected to disclose promptly to their teacher or other appropriate school employee any inappropriate message that is received.



### ***Filtering and Filtering Software***

As required by law and in recognition of the need to establish a safe and appropriate computing environment, the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet. Due to recent legislative rulings, the District will acquire and implement filtering software, at the Internet gateway and recommend school-based desktop options, designed to block access to inappropriate sites.

### ***StudentNet***

StudentNet is The School District of Philadelphia's new resource to help students chart their course to graduation and beyond. Its purpose is to EMPOWER students with their own information and resources they need to achieve success. StudentNet provides students with access to the following:

- Academic records: attendance, benchmark scores, and standardized test scores, from all years that students attended schools in the district.
- Textbooks and Learning Supports: textbooks online, video tutorials, PSSA prep guides, and more.
- Resources and Tools: the Individual Learning Plan worksheets and guidelines, information about selecting a high school, career and college planning, jobs, internships, and apprenticeships, after-school and summer programs, alternative pathways to graduation, social support services, and more.

### ***Parent Portal and the Individual Learning Plan (ILP)***

We encourage you to monitor your child's progress, attendance, test scores, and grades through *the Parent Portal* located in the Parent Box of the District's website, <http://www.philasd.org/>. You can register at the site with your student's name and ID number, found on report cards and school records.

The Individual Learning Plan (ILP) is a personalized document that students develop with their counselors and other supportive adults to chart their progress toward their goals during each school year, to ensure they are on the path to graduation, and to determine what resources and tools they need to be prepared for a successful pathway in life after graduation.

How are the ILP and StudentNet related? StudentNet provides students the tools and information they need to develop their ILPs. Through these two distinct but related initiatives, the District aims to empower all students by providing information, resources, and direct engagement with counselors and other supportive adults in planning for their success through to graduation and beyond. The ILP has four sections: Setting Goals, Identifying Potential Barriers, Identifying Strategies to Reach Goals, and Staying On-Track.

For the first three sections, the ILP provides open text fields so students and their counselors can include as much information as they would like. The fourth section, comprised of check-boxes, is focused on prompting students to consider the things they need to plan and do to stay on track to graduation and to be ready for a successful pathway beyond graduation. <http://phila.schoolnet.com/outreach/philadelphia/parents/>

### ***Personal Responsibility***

Your use of SchoolNet and the Internet, a global network, is a mirror that will show you and the world what kind of person you are. You are also expected to follow the rules set forth in the District's rules and regulations governing conduct, disciplinary code, and the law in your use of SchoolNet.

### ***Due Process***

The School District will cooperate fully with local, state, and/or federal officials in any investigation concerning or relating to any illegal activities conducted through the District's private network. In the event there is an allegation that a student has violated the District Acceptable Use Policy, the student will be provided with a written notice of the alleged violation, along with a notice and opportunity to be heard in the manner set forth in the Student Hearing Process Policy. Disciplinary action(s) may be taken.

**Administration**

The Chief Information Officer has the responsibility and authority for the development, publication, implementation and ongoing administration and enforcement of the processes and techniques required to protect the Philadelphia School District's computer systems from unauthorized access, loss or misuse. School principals have the responsibility to establish a system to ensure adequate supervision of students using the system and to maintain executed user agreements for students. They are also responsible for interpreting and enforcing this policy at the school level.

<b>FRANKLIN LEARNING CENTER BELL SCHEDULE 2018-2019</b>						
<b>PERIOD</b>	<b>REGULAR SCHEDULE</b>		<b>PD SCHEDULE</b>		<b>HALF DAY</b>	
<b>ADVISORY</b>	7:55	8:08	7:55	8:02	7:55	8:08
<b>2 - 3</b>	8:11	9:11	8:05	8:57	8:11	8:41
<b>4 - 5</b>	9:14	10:14	9:00	9:52	8:44	9:14
<b>6 LUNCH</b>	10:17	10:47	9:55	10:25	9:17	9:47
<b>6 - 7</b>	10:17	11:17	9:55	10:47	9:17	9:47
<b>7 - 8</b>	10:50	11:50	10:28	11:20	9:50	10:20
<b>8 LUNCH</b>	11:20	11:50	10:50	11:20	9:50	10:20
<b>8 - 9</b>	11:20	12:20	10:50	11:42	9:50	10:20
<b>9 - 10</b>	11:53	12:53	11:23	12:15	10:23	10:53
<b>10 LUNCH</b>	12:23	12:53	11:45	12:15	10:23	10:53
<b>10 - 11</b>	12:23	1:23	11:45	12:37	10:23	10:53
<b>11 - 12</b>	12:56	1:56	12:18	1:10	10:56	11:26
<b>12 LUNCH</b>	1:26	1:56	12:40	1:10	10:56	11:26
<b>13 - 14</b>	1:59	2:59	1:13	2:05	11:29	11:59