

Franklin Learning Center High School

-A Pennsylvania Blue Ribbon School of Excellence-

-Middle States Association Accredited School-

616 N. 15th Street
Philadelphia, PA 19130

*Mrs. Nicole Lee, Principal
Dr. LaTrina Stewart, Assistant Principal
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*215-400-7570, (phone)
215-400-7571 (fax)*

August 8, 2024

Dear FLC Parent(s)/Guardian(s),

Welcome Back FLC Families! We hope that you and your family had a safe and enjoyable summer, and that your children are just as excited as we are to have them return to school.

All students are expected to return on **Monday, August 26, at or before 7:55 AM**. Student intake will begin promptly at 7:15 AM daily to provide students an opportunity to enjoy a free breakfast in our cafeteria, to socialize with peers, and to prepare for the school day. All students are required to adhere to our dress code (**FLC t-shirt, sweatshirt, or plain navy blue shirt and pants with no holes or rips in pants**), and come prepared with a fully charged chromebook and a positive mindset. **Summer assignments for English, Math, and Science must be completed for the first day of school.** If your child(ren) does not have access to assignments, they can go to the following link: <https://flc.philasd.org/2024-summer-assignments/>.

FLC t-shirts and sweatshirts will be available for sale beginning on **August 12th from 9:00 AM - 1:00 PM**. The cost of t-shirts are \$12.00 each or three for \$30.00. Sweatshirts are \$30.00 each. The shirts are available for purchase after school in our main office. **We accept cash or checks ONLY.**

For the 24-25 school year, we discuss our mission statement and collaborate with students, families, and staff to ensure that every decision we make as a school community intentionally reflects preparing your child(ren) to become the future leaders of our world. We ask for your support in meeting our mission by reminding your child(ren) of the importance of attending school on-time each day, by completing their assignments to the best of their ability and on-time daily, doing their best on standardized assessments in English, Math, and Science, joining teams or clubs, and representing our school positively with pride in and outside of our school building.

Regarding attendance, we will begin our late room intervention at FLC starting on Monday, September 9, 2024. Attendance remains a priority and we will continue to monitor it closely. Please review the additional documents that outline our school's late policy, attendance policy, and our 90% attendance goal. If you have any questions please contact me at nlee@philasd.org.

Sincerely,



Mrs. Nicole Lee
Principal

Franklin Learning Center High School Late Policy 2024 - 2025

All students are due to arrive at school each day at **7:55 AM** daily. Let this letter serve as a reminder that our school day begins promptly with our first period at **7:55 AM** and all students must be ready to enter class and prepared to engage in learning. In an effort to allow students and families to adjust to traffic patterns and bus schedules we will delay starting our late policy until **Monday, September 9, 2024**.

The purpose of our Late Policy is solely to provide support and accountability to students, parents, and families pertaining to student lateness. We take pride in making ourselves available each and every morning to track our attendance data, make parent contact, provide reminders to students, create action-plans, and hold students accountable to ensure they're on time daily, so that they are able to succeed.

We understand that some students may not be on time for school 100% of the time and that there are a variety of challenges and barriers that may contribute to student lateness. However, in preparing our students for the real world, we prioritize encouraging our students to support them in developing strategies and positive habits to overcome such challenges and barriers.

- Students who arrive after 7:55 AM must report to the auditorium until the end of the 2-3 period.
- Parents of the student will be contacted to inform them of their lateness.
- Students will be dismissed from the auditorium to attend their next class at the end of the period.
- Persistent lateness (5 occurrences) will result in a mandatory parent meeting
- Students who choose not to adhere to our support and continue to exhibit excessive lateness, despite interventions will not be permitted to make up missed classwork assignments, as a means to redirect their behavior.
- **Students who do not adhere to the new policy will not be permitted to participate in extracurricular activities, sports, and special school events.**

In the event that your child will be late for school, please follow the absence policy by contacting our school at 215-400-7570 to inform a member of our school community.

MISSION STATEMENT

FLC is an inclusive school community dedicated to providing a diverse student body with a rigorous and culturally-responsive education that prepares students with the professional and social skills they need to be outstanding community members of the city, nation, and world.

Franklin Learning Center High School Absence Policy

2024 - 2025

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.” Written notes must be turned into the main office at the beginning of the child’s school day or during transition to classes. 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 or more than eight (8) days in the school year.**

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, waking up late, or on vacation with family.

SDP Truancy Process for the 2023-2024 Academic Year

When	What	Who	How
1st Unexcused Absence MTSS/RtII Tier 1	Phone Call Home	School Messenger Classroom/Advisory Teacher	Via Classroom Teacher and the SIS
3rd Unexcused Absence (Truant) MTSS/RtII Tier 2	Send home the Third Day Illegal Absence Notice (C-31), to notify parents/guardians of the student’s absences. Invite the family/student in to hold the SAIP conference.	Attendance Designee & Dean of Students	The SIS will auto-populate the form by running the Third Illegal Day Report (C-31). To run this report, go to IC and under the Index Tab, search for Attendance Reports, select the Third Day Absence Letter either K- 8 or High School.
6th – 9th Unexcused Absence (Habitually Truant) MTSS/RtII Tier 2	By the 6th unexcused absence, the school should hold an SAIP conference to address barriers to attendance.	Attendance Designee & School Counselor	Via the Student Attendance Improvement Plan (SAIP) and document the barriers that are impeding good attendance as well as the intervention to reduce.
10th Unexcused Absence (Chronically Truant) MTSS/RtII Tier 3	Submit the SAIP Referral to the Office of Attendance & Truancy (OAT). The file/s will be reviewed and checked. Once the file has been reviewed, it will be forwarded to DHS/Family Court for support	Attendance Designee, Counselor, Assistant Principal, or Principal	Submit the SAIP referral via email at truancyreferrals@philasd.org See Attendance Guidelines for more information.

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