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Franklin Towne administration reserves the right to make additions and/or changes to the student handbook during the course of the school year. If any additions and/or changes are made during the course of this school year, those changes will be posted on the school's website, and the appropriate changes will be made to the online student handbook found on our school website. If the handbook that is distributed to the student conflicts with what is posted in the online student handbook on the website, the online version takes precedent. It is your responsibility to keep up to date with any and all changes made to the online student handbook by monitoring the school's website.

www.franklintowne.org

STUDENT HANDBOOK AND CODE OF CONDUCT

School Year 2018-2019

I. ACADEMICS

Franklin Towne Charter High School takes great pride in the educational program developed over the past 15 years. As a college preparatory program we have designed and developed a rigorous academic course that will meet the needs of all learners. Below is list of the academic courses/credits that are required:

School Year 2018-2019

GRADUATION REQUIREMENTS

English	4 credits with an earned grade of 70 or better
Math	4 credits with an earned grade of 70 or better
Science	3 credits with an earned grade of 70 or better
Social Studies	3 credits with an earned grade of 70 or better
World Language	2 credits with an earned grade of 70 or better
PE/Health	1 credit with an earned grade of 70 or better
Technology	1 credit with an earned grade of 70 or better
Electives/Arts & Humanities	7 credits with an earned grade of 70 or better
Keystone*	3 credits with an earned rating of Advanced or Proficient in Algebra, Literature and Biology
Senior Thesis	1 credit with an earned grade of 70 or better
Total	29 credits

Students who do not achieve a grade of 70 or better in their academic classes each year will not be promoted to the next grade level or granted graduation status until the proper credits are attained. This includes all incoming transfer students as well.

Students may gain the necessary credits by enrolling in a pre-approved summer school program; either through a Franklin Towne program (if available) or another accredited institution approved by Franklin Towne. FTCHS reserves the right to deny credit received in summer school based upon a review of the summer school program and the student's mastery of subject matter.

All transfer students are required to provide documentation of prior coursework. Failure to provide such documentation may result in students re-taking required classes and delaying graduation.

PROMOTION REQUIREMENTS & COURSE SEQUENCE

At each grade level, students must pass the subjects listed and be in school a minimum of 162 days and/or complete all conditions of an attendance plan to be promoted to the next grade level or graduate.					
	9th	10th	11th	12th	Credits Required
English	English 9	English 10	English 11 **AP Language **AP Literature	English 12 **AP Language **AP Literature	4
Math	Algebra I	Geometry/Algebra 2	PreCalculus AND/OR Trigonometry	PreCalculus Trigonometry Advanced Algebra Calculus AP Calculus AB AP Statistics	4
STEM	Physical Science	Chemistry	Biology **AP Biology	<i>*Anatomy/Physiology</i> <i>*Physics</i> <i>*Engineering & Design</i> <i>*Environmental Science</i> <i>*Forensics</i>	3
Social Studies	World History	American History **AP World History	Civics **AP World History **AP US History	<i>*AP World History</i> <i>*AP US History</i>	3
World Language	Spanish I French I	Spanish II French II	<i>*Spanish III</i> <i>*French III</i>	<i>*Spanish IV</i> <i>*French IV</i>	2
Misc	Intro to Technology		Health/PE	***Keystone ****Senior Thesis	6
Electives	Elective		Elective Elective	Elective Elective Elective Elective	7
Credits/Year	6	6	7	7	29

**Italicized courses are considered electives*

**Advanced Placement (AP) courses take the place of the grade-level related subject area course

*** An earned rating of Advanced or Proficient in Algebra, Literature and Biology

****Successful completion of a Senior Thesis is a one-credit graduation requirement for all students

Grading Scale: FTCHS has adopted the following scale

A+= 100-95 A= 94-90

B+= 84-80 B= 84-80

C+= 79-75 C= 74-70

F= Any grade below a 70

Advisory/Study Hall: All students will have a 40-minute Advisory/Study Hall. The period will begin with advisory by conducting school business during which daily announcements will be made, written communication to parents will be distributed, absence notes will be collected, etc. Following the conclusion of school business, students are to spend the remainder of the period in silent study. Students are expected to remain in their seats quietly working independently on school assignments. Work that requires the use of a computer lab must be completed before or after school. During study hall, students may receive appointment slips to see their teachers for tutoring and missing work. Students are not permitted to leave Advisory/Study Hall at any time without written authorization that must be presented to their Advisory/Study Hall teacher.

Star Schedule: Franklin Towne Charter High School utilizes Infinite Campus to allow students to make requests to their schedule during the available period 3 Star Schedule. This is a time where students can participate in open study hall, club activities, curriculum enrichment, tutoring, open gym, and other various extracurricular activities. Students on LOP will be removed from activities and placed in silent study hall periods. After the schedule is set students should access their Infinite Campus account and write out or print out their schedules. Failure to attend the correct assignment during Star Schedule will result in an out of bounds detention.

If a student is assigned to the following places they should be aware of these instructions:

- Open Gym (room: RS-215) students will exit the main building via Tower 3 and walk to the student entrance where you will swipe in. students are permitted to bring your book bags and jackets but are responsible for them. Students will not be permitted to get changed and must remain in their school uniform.
- Auditorium (room: RS-AUD) students will use Tower 4 to get to the auditorium and swipe in.
- Student Union (room: RS-1) students will report to the student union through the front lobby, Tower 2 and swipe in.
- Open Study Hall (room: RS-108) students will report to the cafeteria through Tower 2 and swipe in.

Study Hall Rules

- Students are to remain silent for the entire period
- Any questions must be directed to the teacher by raising your hand
- Students are to remain seated in their assigned seat for the entire period
- Students must be working on school related work or reading silently for the entire period
- Students must come prepared for Study Hall.
- Students are not permitted to put their head down in any manner

Senior Study Hall: Seniors may be assigned to a Senior Study Hall period by school administration or guidance counselors in relation to general academic concerns that arise when students are academically in danger of failing or are failing to complete required coursework. Students will remain assigned to Senior Study Hall until all work is completed and the school or guidance counselor determines that all academic issues have been addressed. During senior study hall, students must have school-related assignments on which to work. All study hall rules will apply.

Online Grading: Franklin Towne Charter High School utilizes Infinite Campus as our online gradebook. This system can be accessed via our school website at www.franklintowne.org. Online grading allows students and parents access to all grades and assignments and is updated daily. Each student and parent will receive passwords to access the system. Students and parents are also encouraged to monitor the school website regularly for important updates and information. Through Infinite Campus students and parents will be able to monitor test scores, homework assignments, student attendance and behavior notification.

Teacher Websites: All teachers keep updated and accurate teacher websites that provide important information regarding their classes. It is recommended that parents and students check these websites on a regular basis.

ACADEMIC DISHONESTY

The goals and intent of the education provided for students at Franklin Towne is embodied through the school's mission. Instruction is driven towards students' mastery of content and preparation for continuing education at the postsecondary level. It is expected that through the various programs, policies and resources in place at the school, teachers will be able to support student success and learning appropriately. It is imperative that a student's grade be based upon their true performance on assessments and mastery of the skills and concepts set forth in learning objectives for each grade level and course. Students who participate in academically dishonest behaviors undermine the mission of the school, and such behaviors will not be tolerated.

Academic Dishonesty is defined, but not limited to, violating the school's academic integrity guidelines in one of three areas: cheating, copying/unethical collaboration and plagiarism.

Cheating: is defined as using an unfair and non-permitted method to increase a score on a tests/project, homework or classwork.

Examples of cheating include, but are not limited to:

1. Using crib notes or a cheat sheet on a test.
2. Copying from another student on a test, with or without his or her knowledge.
3. Using unfair methods to find out in advance what will be on a test, such as stealing a copy of the test, telling students in a later block what was on a test, staying home from school/skipping class in order to ask a classmate what was on a test
4. Helping someone else cheat on a test.
5. Taking an exam for someone else or having someone take an exam for you.
6. Changing an answer after an assessment was graded and reporting it as a scoring error.
7. Giving a false excuse for missing an exam or a deadline.

Penalties for cheating are:

1. First offense: teacher issues a detention for cheating (based on severity additional penalty up to a (1) day suspension may be issued) and teacher has option to allow students to do the assignment at a reduced grade. Three demerits assigned per the detention.
2. Second offense: teacher reports instance to Dean for a suspension (based on severity any penalty up to three (3) days suspension) and zero points will be issued for the assignment

Copying/unethical collaboration: copying is defined as the outcome of two or more students working together to produce identical work of which one or more students did not, could not and cannot produce on his or her own

Examples of copying include, but are not limited to:

1. Two or more students turning in work that they worked on together with identical answers
2. Discussing/working with another student for any assignment which the teacher has asked for individual work
3. Allowing another student to copy your work
4. Turning in or copying a student's work from a previous semester or year
5. Receiving substantial, unauthorized help on an assignment.
6. Not doing one's fair share of group work

Penalties for copying are:

1. First offense: teacher issues a detention for copying to both students (based on severity additional penalty up to a (1) day suspension may be issued) and teacher has option to allow students to do the assignment at a reduced grade. Three demerits assigned per the detention.
2. Second offense: teacher reports instance to Dean for a suspension (based on severity any penalty up to three (3) days suspension) and zero points will be issued for the assignment

Plagiarism: Plagiarism is defined as the presentation of another writer's ideas or words as if they were your own, without properly acknowledging the source.

Examples of plagiarism include, but are not limited to:

1. Copying clauses, sentences or paragraphs of material, as well as ideas, from any published print, oral or digital source without completely and correctly citing it
2. Paraphrasing of clauses, sentences or paragraphs of material, as well as ideas, from any published print, oral or digital source without completely and correcting citing it
3. Falsifying quotations by fabricating them, editing them, attributing them to the wrong author or attributing them to the wrong source
4. Fabricating or falsifying a bibliography by listing real but unread sources, sources not used at all, editing sources to appear credible or not listing sources used
5. Using a paper for more than one class without teacher approval.
6. Writing lab report without doing the experiment.
7. Falsifying lab data

Penalties for plagiarism are:

1. First offense: teacher issues a detention for cheating (based on severity additional penalty up to a (1) day suspension may be issued) and teacher has option to allow students to do the assignment at a reduced grade. Three demerits assigned per the detention.
2. Second offense: teacher reports instance to Dean for a suspension (based on severity any penalty up to three (3) days suspension) and zero points will be issued for the assignment.

BLOCK SCHEDULING

In order to best prepare FTCHS students for the demands of college studies, FTCHS will operate in a Block Format during the 2018-2019 school year. Block scheduling is a type of academic scheduling model in which each student has fewer classes per day for a longer period of time (80 minutes instead of 45). By utilizing a Block Schedule FTCHS students will have more time in their core academic classes and our teachers will have the valuable time to engage their students in truly meaningful activities

ADVANCED PLACEMENT (AP) PROGRAM

Advanced Placement is a cooperative educational endeavor between secondary school, colleges and universities in place since 1955 in which high school students take college-level courses in a high school setting. AP is a rigorous academic program where students develop and apply the skills, abilities and content knowledge they will need later in college. Modeled upon comparable college courses, AP requires commitment, passion and hard work from students. Each course culminates in a required college-level assessment AP exam in which students demonstrate their mastery of college-level course work. Almost all colleges and universities reward strong performances by granting students credit, placement or both. At Franklin Towne, students taking AP courses must participate in the AP exam administered in May which does have an associated fee determined by College Board.

DUAL ENROLLMENT

Through partnerships with local colleges and universities, FTCHS Juniors and Seniors may have the opportunity to take college-level courses on the Franklin Towne campus. Participating students must meet academic, attendance and discipline standards set forth by both Franklin Towne and the participating college to qualify. Successful completion of a course through dual enrollment earns students credit at the college level and will be reflected on their Franklin Towne transcript. Students are still required to maintain a full course-load at Franklin Towne. If a student does not successfully complete the dual enrollment class they will be billed the tuition for that course. The student's grades will be withheld until the student reimburses FTCHS for the full cost of the college level class and credits.

COURSE SELECTION & ROSTER CHANGE POLICY

By spring of each school year, students will receive a course selection packet for the following school year. Students are encouraged to review these selections with their parents and return the required form to the school by the set deadline. Parents and/or students are welcome to discuss requests with counseling staff. All Course Requests are submitted through Infinite Campus.

Each Fall/Spring upon receiving their rosters, students seeking to change their rosters must first complete a roster change form available from their counselor. Only roster change requests deemed acceptable by the administration will be approved. Roster requests will only be accepted during the first two weeks of the semester

HOMEWORK AND PROJECTS

All students are expected and required to complete all homework and projects completely and on time. Completion of homework and projects is valued at Franklin Towne as an important action towards academic success. If students are unable to complete projects on time or sufficiently in adherence to teacher directions, they will be met with by their teachers through after school appointments in order to determine any support that is needed and a new deadline by which the project must be submitted. Any student failing to complete these assignments is subject to progressive disciplinary action.

Homework Policy and Homework Detention Rules

- Any student who fails to turn in a completed homework assignment on time, will be issued a homework detention by the teacher, which must be served the day it is issued.
- Students will receive a written copy of the homework detention assignment.
- Homework Detention is held on Monday, Tuesday, and Thursday from 3:10 pm – 4:10 pm; it is held on Wednesday and Fridays from 1:40 pm – 2:40 pm or immediately following a tutoring appointment. If a student cuts a homework detention, they will be issued a two – hour Friday detention.
- In order for a homework detention to be fulfilled, students must follow all detention rules and complete all requirements.
- Students can hand in their homework at the homework detention and may receive up to 70% credit on the assignment. If a student does not hand in the missing homework by the end of the detention session, they must hand in the completed homework to the teacher the next day they are in class. Homework handed in after the initial detention will receive zero

credit. If a student fails to hand the homework completed again, they will again receive a homework detention that day, and every day until the teacher determines that the homework has been completed to a satisfactory level. On the third straight day of missing the same homework, a student will be referred to the Dean of Students for further disciplinary action which may include, but not limited to, a Saturday Suspension.

- If a student has a homework detention on the same day they have a regular detention, they serve the homework detention on the day it was issued, and they serve the regular detention on the next day they are in school.
- If a student has an appointment with a teacher on the same day they have a homework detention, they are to see the teacher immediately after school for the appointment. After the appointment is over, the student must serve the homework detention at 3:30 pm, depending on what time the teacher appointment ends. It is the student's responsibility to inform the teacher that they have a homework detention that day and must leave the appointment to be on time for the detention, no later than 3:30 pm.
- If a student has an early dismissal on a day they were issued a homework detention, they must serve the detention on the next day they are present in school.
- If a student receives multiple homework detentions in one day, they must serve one detention the day they received the homework detentions, and they will be assigned a Friday detention as well.
- Students have until 4:30 to hand in homework from all classes to still have a chance to receive credit for the assignments.
- Students must bring work to do in detention.
- Failure to follow rules in detention will cause a student to be removed from detention. This will result in an automatic suspension.
- If a student cannot attend a homework detention because of a medical appointment, the homework detention will be postponed for the following day only if the student brings in medical documentation to the front desk no later than the following morning to confirm they attended the appointment.
- If a student cannot attend a homework detention because of work the homework detention will be postponed for the following day only if the student provides a phone number to the front desk and the schedule can be confirmed on the day they received the homework detention.
- If a student receives 3 homework detentions in a week, they may be assigned a two hour Friday detention.
- If a student received 6 homework detentions in a quarter, they receive a Saturday detention, from 7:45 am to 11:00 am.
- If a student receives 9 homework detentions in a quarter, they will be placed on Loss of Privilege

ACADEMIC POLICY FOR FTCHS ATHLETES

Weekly grade checks: In season Athletes grades will be checked every Tuesday during Advisory. At the time of the grade check student must have above a 70% for all of their classes and an overall passing grade in the class. If an athlete is not passing a class/es by a 70% they are unable to leave school for Sporting Events. They are able to practice with the team, unless told otherwise by administration.

Students Failing a Marking Period: Any athlete that fails a Marking Period during or before their respective season must carry a grade that makes their overall passing grade above a 75%. If it is deemed that the student athlete is not giving their best performance in class they are in risk of long term athletic discipline or removal from the team.

GUIDANCE COUNSELORS

Franklin Towne guidance counselors are available to assist students with a variety of needs:

- Information regarding academic progress and possible interventions/supports for struggling students
- Opportunities for academic enrichment at Franklin Towne
- Attendance items and resulting standing as a Franklin Towne student
- College/career counseling/PACE development
- College entrance testing and exams
- College Scholarships and Financial Aid process

The Guidance Office is located on the first floor. Parents as well as students are welcome to make appointments to see the counselors. Students may fill out a counselor slip at the front counter to make their appointment.

GUIDANCE CURRICULUM

Meant to address Personal, Academic and Career Expectations, the Franklin Towne PACE program is a multi-year program containing activities students complete in each grade level towards determining their post-high school plans and college aspirations by developing and implementing goals for their future. We believe that students will be most successful if they are taught how to set and implement goals and are encouraged to expand their horizons and gain the information necessary to make good decisions. Our focus is to help students begin to think about their futures and create a 10-year plan. Goals are then focused around that initial plan, which is regularly reviewed and adjusted as needed. Students in 9th grade begin with understanding basic information about college. Sophomores continue to learn about specific college aspects and explore their career interests. Juniors extend the program

through standardized testing and completing searches for colleges, opportunities and scholarships that suit them. Seniors complete the college application process including the request for financial aid and are assisted in making final plans and transitioning to post-secondary education.

SENIOR THESIS

Students of Franklin Towne Charter High School in their senior year are required to write a Senior Thesis paper as a part of their graduation requirements. This accounts for mandatory credit necessary for graduation. Senior students must independently research, and independently write a persuasive paper. Senior students will select a current issue, present conflicting sides and make an argument. Not simply a report on a topic, students are expected through the senior thesis to make an argument made based on research they collect, analyze and evaluate. All topics must be approved by a designated school employee. After Senior Thesis submission, all papers will be reviewed and graded for academic quality as well as academic honesty. Students who plagiarize the Senior Thesis, fail to hand it in by the deadline, or who fail to gain a satisfactory grade, will lose all senior privileges, and will not be able to graduate.

SPECIAL EDUCATION

FTCHS provides a first-class special education program for students with special needs. FTCHS employs three main models for educating students with special needs: inclusion, learning support, and life skills. Students are placed in the Least Restrictive Environment based on their Individualized Education Program (IEP). Newly enrolled students who report to Franklin Towne that indicate that they currently receive special education services may be evaluated to ensure appropriate placement in academic classes and that all necessary supports are provided to the student. For further information on policies and procedures please contact the Special Education Coordinator.

CHILD FIND

Franklin Towne Charter High School offers a comprehensive support process for all students. Our Child-Find process helps provide assistance (on a school level) to our students and families that may be experiencing difficulties with personal, emotional, educational or social issues. Students or parents may refer themselves for services by contacting any member of our school's administrative or guidance team. (Please see our Child-Find policies and procedures posted on our website)

SUMMER SCHOOL

Students who do not achieve a grade of 70 or better in their academic classes each year will not be promoted to the next grade level or granted graduation status until the proper credits are attained. This includes all incoming transfer students as well. Students may gain the necessary credits by enrolling in a pre-approved summer school program; either through a Franklin Towne program (if available) or another accredited institution approved by Franklin Towne. FTCHS reserves the right to deny credit received in summer school based upon a review of the summer school program and the student's mastery of subject matter

Students who attend summer school, whether at Franklin Towne Charter High School or another accredited, FTCHS-approved summer school will have both their final grade from the year and the final summer-school grade added to their transcript. The grade from a summer school course taken as a result of having failed a course at Franklin Towne during the school year will not replace the final failing grade. All FTCHS rules and regulations apply to summer school. Refer to Promotion and Graduation Requirements for policies related to gaining credit through summer school courses.

TESTING PROGRAM

Preliminary Scholastic Achievement Test (PSAT)/National Merit Scholarship Qualifying Test (NMSQT)

All FTCHS students will participate, as part of our internal College readiness, in PSAT testing during the fall of their sophomore and junior years. The PSAT test measures verbal reasoning, critical reading, math problem solving and writing skills. The test also qualifies students for the National Merit Scholarship Program as well as provides insight into possible career options and courses of eventual study.

Keystone Exams

The Keystone Exams are end-of-course assessments designed to assess proficiency in various subjects. The exams are aligned to national academic standards. All FTCHS students are required to demonstrate proficiency on the Algebra, Literature and Biology exams. Students enrolled in courses associated with the available exams or who are juniors who have yet to take or prove proficiency on the exams must participate in the administration of Keystone exams during the school year. Keystone exams are administered each year when prescribed by the Pennsylvania Department of Education. Students subject to these examinations are required to be in school on the days testing is administered.

Parents have the right to view a copy of a Keystone exam prior to testing to determine if any items on the test conflict with religious views. Viewing of the test must be in the presence of a school administrator and the testing coordinator, and a written request must be received thirty (30) days prior to testing.

SAT Reasoning Test

The SAT Reasoning Test is the nation's most widely used admissions test among colleges and universities. It tests students' knowledge of subjects that are necessary for college success: reading, writing, and mathematics. The SAT assesses the critical thinking skills students need for academic success in college—skills that students learned in high school.

The SAT is typically taken by high school juniors and seniors. It tells students how well they use the skills and knowledge they have attained in and outside of the classroom—including how they think, solve problems, and communicate. The SAT is an important resource for colleges.

Currently, FTCHS is an official SAT testing center. Students may register to take the SAT at www.collegeboard.com. Students are encouraged to sign up early for the SAT test, because enrollment at FTCHS does not guarantee they will take the test at FTCHS.

ACT Assessment Test

The ACT is a standardized test used to measure and compare college readiness for students across the US and abroad. The test is divided into components which measure the mastery of academic skills and information that students have learned in the classroom. Test scores are reported in English, Math, Reading, Science, and Writing. These test scores are further compressed into a single composite score that colleges and universities use to compare students from different schools and backgrounds. The test is accepted by all US colleges and universities and serves as an alternate assessment to the SAT.

Students normally take the ACT in the spring of their junior year and/or the fall of their senior year. The test is generally given six times each year. FTCHS is currently a testing site for the ACT although students may test at any location. Students are encouraged to sign up as early as possible to assure seating at their preferred testing location. Students can register at www.actstudent.org.

TEXTBOOK POLICY

Textbooks and other published materials will be issued to students that contain specific school identification numbers. Each student is responsible for the care of the materials that were specifically assigned to them. At the conclusion of a course, these materials will be collected and each student must turn in materials that were issued to them. If they do not return these materials that were assigned to them or they are not paid for in full before the end of the course, that student will not be receive credit for the course and their grade will be withheld until payment is made.

TRANSCRIPTS

A student that applies to college, technical school, scholarship agencies or other such institution will need to include a transcript (a listing of all courses taken with corresponding grades). Students are permitted to request up to five (5) transcripts at no charge. After that the student will be charged a small fee of \$2.00 for each requested transcript. Students must fill out a transcript request form. Transcripts will be mailed out seven (7) workdays after a request is made. Students who have graduated from FTCHS will be charged a fee of \$5.00 for requested transcripts.

II. ATTENDANCE

Franklin Towne Charter High School is committed to supporting all students in gaining the skills and knowledge they need to be successful. In order to accomplish this goal, all students are expected to attend school daily. Each day a student misses is a lost day of valuable instruction. Even a few days absent will cause a student to fall behind in instruction.

All students must swipe into the building prior to 7:45 a.m., and must be seated in their first assigned class no later than 7:50 a.m. Attendance is taken daily. If your child does not attend school, it is your responsibility to communicate that to the school by sending in a note with your child on the day they return from the absence. In the event they are absent, please be sure to check the online grading system and teachers' websites or email their teachers for missed homework and assignments. We will send out periodic letters to let you know if your child is in jeopardy of losing credit and not being promoted to the next grade level due to excessive absences, but ultimately it is your responsibility to know if your student was in school or not by checking homework, class assignments, notes, etc. If your child has excessive absences, you will be required to come to the school to help develop an attendance improvement plan for your child. You can check the online grading system at any time to verify student attendance.

The school building will officially open at 7:00 a.m. Students are not permitted in the building prior to 7:00 a.m. unless there are qualified personnel in the building to supervise them for safety and security reasons. All students may enter the main building through the student entrance at 7:00 a.m. Students will be permitted to proceed to their lockers/classrooms at 7:40 a.m. All students must swipe into the building prior to 7:45 a.m. and must be seated in first period prior to the bell at 7:50 a.m. to avoid being marked late.

Absence: An absence is defined as a day that a student does not attend at least 2 1/2 blocks of school on a regularly scheduled school day. The school reserves the right to make a determination as to whether the student will receive credit for the day based on the nature of the absence. Any student who is absent from school or requires an early dismissal will be restricted from attending any after school activity. Students are required to be in school for the full day to attend any school sponsored extracurricular activity; including sports competitions, dances, proms, meetings, or events.

Excused Absences: In order for your child's absence to be excused, the school must receive a note from the parent or guardian within 72 hours of your child's return to school. Notes will not be accepted later than 72 hours of the return date. These notes must be given to your child's second block teacher, failure to turn into the correct staff member will result in the absence being recorded as unlawful. The note must state the following:

1. Student's full name (first and last)
2. Grade
3. Date(s) student was absent
4. Reason for absence
5. Parent name and phone number
6. Parent signature

The following are recognized as legitimate reasons for an excused absence:

1. Illness of student
2. Death in the family
3. Religious observance (Written notice must be submitted to the Dean of Students at least 24 hours prior to the absence in order to be excused.)
4. Documented Court Appearance

In order for any doctor's note to be recorded as excused, the note must include the following:

1. Student's full name
2. Doctor's name with Doctor's Signature (office stamp is not acceptable)
3. Date seen
4. Reason for visit
5. Reason student cannot attend school
6. Date student can return to school
7. Any follow-up if applicable

Franklin Towne reserves the right to reject any absence note from a parent or doctor if it does not comply with the requirements above or is deemed unacceptable, in which case the absence will be recorded as unlawful. This includes forging signatures, falsifying documents or altering the documentation in anyway. The student will also face disciplinary action as well.

Unlawful Absence Definition: An unlawful absence is defined as a day that a student does not attend at least 2 1/2 blocks of school on a regularly scheduled school day AND does not submit proper documentation as outlined above within 72 hours of the child's return to school from the absence. The school reserves the right to make a determination as to whether the student will receive credit for the day based on the nature of the absence. Also, after a student's eighth (8) absence, a doctor's note is required in order for the absence to be lawful, if there is no doctor's note, the absence will be deemed unlawful.

When a student is absent for more than two consecutive days a doctor's note must be provided in order for the absences to be excused.

Truancy: In the state of Pennsylvania a child is considered truant having three (3) or more school days of unexcused absence during the current school year. A child is considered habitually truant once he or she accumulates six (6) unexcused absences during the course of the school year.

To address excessive absences, Franklin Towne Charter High School has adopted the following absentee policy:

(if a student enrolls during the school year, we will pro rate the number of absences pursuant to the number of days remaining in the semester and school year).

1. Parents / legal guardians will receive notification upon the student's third (3rd) unlawful absence of the school year. This notice will include a description of the consequences that will follow if the child becomes habitually truant in the future.
2. A parent / legal guardian will be required to meet with a designated school official for any student who accumulates six (6) unlawful absences, and / or eight (8) total absences any time during the school year. At this meeting, parent / guardian must present any and all documentation relating to their student's absence, at which time the parent / guardian and student must agree to the following: FTC Attendance contract, Truancy Elimination Plan, and Attendance Recovery Plan.
3. Any student that is absent for five (5) consecutive days must have a parent / guardian set an appointment with a designated school official to provide medical documentation, receive class work during the absences, and create a plan for the student to be reinstated when returning to school. The student will be given 48 school hours to complete the missed work. If the student does not present medical documentation the student will not be issued credit for the missed work. At any time, the student is still expected to make up any work that is missed.
4. If, at any time, a student returns to school with restrictions from a physician and the school feels as if the restrictions are an unreasonable burden on either the school or the student, the parent/guardian needs to sign a release of information in order for the school to speak with the doctor. Failure to sign the authorization will result in the school denying all restrictions.
5. Any student that is absent for ten (10) consecutive days will be dropped from roll. Parents will then be required to enroll that student in another school.

Attendance Recovery

If a student is assigned attendance recovery, the student will be given assignments and/or a test on the materials he/she missed during their absences to demonstrate their mastery of the material, or be given assignments to strengthen the student's skills in ongoing academic programs at the school. The grades received on these assignments will be used by the administration calculate the student's semester grade. Failure to fully participate in mandatory attendance recovery will result in disciplinary action, which may include, any penalty up to three (3) day suspension and failure of courses. Summer attendance recovery Any student who is assigned summer attendance recovery or had their grades withheld will be given the opportunity through a cumulative final exam and/or a term paper to demonstrate mastery of the courses that were affected by their attendance. The grades received on the work assigned will be used by the administration to determine whether the student will receive credit for the course.

Summer attendance recovery

Any student who is assigned summer attendance recovery or had their grades withheld will be given the opportunity through a cumulative final exam and/or a term paper to demonstrate mastery of the courses that were affected by their attendance. The grades received on the work assigned will be used by the administration to determine whether the student will receive credit for the course.

COLLEGE VISITS

Juniors and seniors wishing to visit a college may do so as an excused absence up to 3 times per year. Proof of their visit must be obtained from the college and submitted to Franklin Towne. Any college visit beyond a student's 3-day allotment, or that requires multiple days at one college due to travel concerns, requires approval by Franklin Towne administration.

Early Dismissal Policy

Our goal at Franklin Towne Charter High School is for every student to attend every day so that a student's time on task will meet the required number of hours for credit. We request that all medical appointments be scheduled outside of school hours, but under emergency circumstances, students will be accommodated. Refer to the Code of Conduct for the school's policy regarding excessive early dismissals from school.

The procedures for procuring an early dismissal are:

1. Student is to bring to the front office a note signed by the parent/guardian. The note is to have a phone number where the parent can be reached for verification.

2. In order for the early dismissed to be excused, medical documentation must be turned in to the front desk the following morning justifying the early dismissal.
3. If a student is leaving school early as designated by the nurse, the early dismissal will be excused.
4. No student, regardless of age, may sign him/her-self out of the building. Any student leaving for an early dismissal must be picked up by a parent or guardian. Any student caught missing any class without a valid excuse could be issued a Saturday Suspension. Students who are 18 must also provide advance notice of any early dismissal or their departure from school grounds will be considered as cutting class and will require disciplinary action.
5. Students who leave early for any reason are not permitted to participate in any after school activity without prior approval from administration. This includes trips, dances, proms and athletics.
6. Students who have accumulated more than 5 unexcused early dismissals should refer to the code of conduct.

Students are prohibited from leaving school grounds without parental supervision. When an emergency makes it necessary for a child to leave before dismissal, the student's parent or guardian is required to pick up the student and must provide photo identification each time. If a parent or guardian cannot pick up the student, the adult picking up the student must be listed on the emergency card and must provide identification. Notes must be given to the front desk or advisory teacher the day before the scheduled early dismissal in order for it to be excused.

Homebound Instruction

Students that will be out of school for an extended period of time due to a medical condition may benefit from homebound instruction. In order to qualify for homebound instruction, parent/guardian must contact school to set up an appointment with an administrator. A letter from a physician requesting homebound services, the reason for the request, and the projected duration/end date MUST be presented at the meeting. All requests are subject to review by a physician appointed by Franklin Towne Charter High School prior to services beginning.

Lateness to School

Students who arrive to school after 7:45 a.m. will be marked late. Students that are not in their seat for their first class by the time the bell rings at 7:50 a.m. will receive a detention from their teacher. All students not in the building by 7:45 am are subject to be searched upon arrival. Refer to the Code of Conduct for the school's policy regarding excessive lateness to school.

If a student arrives late because of an appointment (doctor or court appearance) they must bring in adequate documentation in order for the lateness to be excused. Any student who is not present for the 1st and/or 2nd block, must receive administrative approval before participating in any after school activity including, but limited to, trips, dances, proms and athletics.

Vacations

Families wishing to travel during the school year where students will miss school days must submit a written request to the Guidance Department for approval of the travel dates. The Dean of Students must receive a parent's written request at least 2 weeks prior to the travel dates. Parents will be informed, when the dates are approved or the reason(s) for the request being denied. If it is determined that one sibling is ineligible for approval for a planned absence, the school will deny the request for all enrolled students of that family. This includes families with children both Franklin Towne Charter High School and Franklin Towne Charter Elementary School.

There will be no trip absences approved during standardized testing, Keystone examinations, quarterly examinations, or final examinations. There will be no trip absences approved during the first two weeks of school or last two weeks of school. There will be no trip absences approved for any students who are on a Truancy Elimination Plan, and/or an Attendance Recovery Plan. There will be no trip absences approved for more than five (5) class days. Planned absences that shorten the school year by coinciding with either the beginning or the end of the school year, Thanksgiving or winter and spring breaks are not permitted.

Upon approval, the school will notify a student's teachers of the request. It is the responsibility of the student to obtain and complete work from their teachers.

Homelessness

In accordance with federal and state guidelines under the McKinney/Vento Act, Franklin Towne Charter Schools are committed to removing barriers to education that face students experiencing homelessness.

- Do the members of your household lack a permanent address?
- Are you staying together in a shelter, hotel, or other temporary housing arrangement?
- Have you moved in with another family (doubled up) due to a lack of housing?
- Does your family relocate on a seasonal basis?
- Are any children living with you who have chosen to leave their prior family or household?

There is a homelessness liaison in place to support your children. If you believe children in your household meet these descriptions, please contact your child's counselor.

III. BEHAVIOR

BULLYING AND CYBER-BULLYING

FTCHS strives to provide a safe, positive learning climate for all students. Therefore, it is the policy of FTCHS to maintain an educational environment in which bullying and cyber-bullying in any form are not tolerated.

1. Authority

All forms of bullying and cyber-bullying by students are hereby prohibited. Anyone who engages in bullying or cyber-bullying in violation of this Policy will be subject to appropriate discipline.

Students who have been bullied or cyber-bullied should promptly report such incidents to the Dean of Students or to their guidance counselor.

Complaints of bullying or cyber-bullying will be investigated promptly, and corrective action will be taken when a complaint is verified. Neither reprisals nor retaliation will occur as a result of the submission of a complaint.

FTCHS will inform students annually that bullying or cyber-bullying will not be tolerated.

2. Definition

Bullying is defined as “intentional electronic, written, verbal, or physical act or series of acts directed at another student or students. The act is severe, persistent or pervasive and has the effect of substantially interfering with a student’s education, creating a threatening environment, or substantially disrupting the orderly operation of school.” Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of FTCHS by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings including blogs, “Facebook”, “Twitter”, “Intstagram”, “Snap chat”, “Tumblr” and “YouTube”. All forms of cyber-bullying are unacceptable and, to the extent that such actions are disruptive of the educational process at FTCHS, offenders will be the subject of appropriate discipline.

The terms “bullying” and “cyber-bullying” will not be interpreted to infringe upon a student’s right to engage in legally protected speech or conduct.

3. Action:

The bullying policy will be posted in each classroom and will be reviewed with all students at least once per school year.

If a report of bullying or harassment is made but cannot be confirmed, there will be a conference with all students involved and verbal warnings issued where appropriate. At this time, all students involved will be asked if they would like to speak to their counselor and their families will be called.

If a report is confirmed, the student(s) found to be harassing or bullying will receive up to a three (3) day suspension and will be referred to a bullying program to be facilitated by a staff member.

If the same student is reported after being referred to the program and the report is confirmed, they may be referred for expulsion.

A student could also be suspended for up to 3 days and referred to a bullying program if they are reported on three occasions, even if the reports cannot be verified.

Bullying Intervention/Prevention Program

Franklin Towne Charter High School (FTCHS) is committed to making the school a safe and caring environment for all students, faculty and staff. Members of the school community will treat each other with respect and refuse to tolerate bullying of any kind. The Board of the School recognizes the negative impact that bullying has on student health, welfare and safety and on the learning environment at school. Bullying is prohibited on all school property, at school-sanctioned activities or events, when students are being transported in vehicles dispatched by the school, and off school property when such conduct has a nexus to the school or any school curricular or noncurricular activity or event. "Bullying" will be defined as written or verbal expression, physical or electronic act, or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental or emotional harm to any student, staff or faculty member.

Bullying is prohibited against any student and will not be tolerated; this may include but not be limited to behavior that is directed toward a student on the basis of his or her academic performance or against whom federal and state laws prohibit discrimination. All administrators, teachers, staff and students share the responsibility to ensure that bullying does not occur at school, on school property, at school-sanctioned activities or events. This also includes transportation of students, staff or faculty in any vehicle dispatched by the school, off school property when such conduct has a connection to school curricular or non-curricular activity or event.

1. All students who believe they have been victims of bullying in any such circumstance shall immediately report to an administrator or teacher at the school.

2. All students who witness student bullying in any such circumstance shall immediately report to an administrator or teacher at the school.

3. All administrators and teachers who have bullying incidents reported to them, shall promptly forward the report(s) to the Dean of Students.
4. All administrators, teachers and staff who witness student bullying in any such circumstance shall immediately take appropriate action to stop the bullying, and shall promptly report the bullying to the Dean of Students.
5. The Dean of Students takes the information given, and conducts a full investigation individually interviewing all witnesses, relevant parties, viewing social media sites if applicable, etc.
6. Based on the information obtained in the investigation, the Dean of Students makes a determination if the event in question is an example of bullying, harassment, or conflict between students.
 - o If the event is an example of bullying, the student(s) will be referred to our bullying prevention program.
 - o If the event is an example of conflict, the student(s) will be referred to our conflict resolution program.

CELL PHONES AND OTHER ELECTRONIC DEVICES

FTCHS understands that cell phones / wearable electronic wifi enabled devices are an important part of a person's everyday life. However, cell phones / wearable electronic wifi enabled devices are not permitted in an FTCHS classroom because they serve as an educational distraction and can promote cheating. If a parent needs to contact a child during the course of the instructional day, please call the front desk and we will get a message to your child. If your child has a need to contact a parent, a FTCHS telephone located at the front desk is available for use during lunches and at the end of the school day. We encourage students to take cell phones, as a safety precaution, on class trips. However, once students return to school their cell phones must immediately be placed back into their lockers until the end of the school day.

If a student is found to be in possession of a cell phone / wearable electronic wifi enabled devices during the school day, the following will result:

- *First Offense:* Student will receive detention, cell phones / wearable electronic wifi enabled devices will be confiscated and released only to parent/guardian, and **student will lose all student privileges until notified by a school administrator**. Upon return of the phone, the parent/guardian must sign a waiver stating that they acknowledge their rights upon a second cell phone violation.
- *Second Offense:* student will be referred for expulsion.

Parents, since this type of offense carries a very heavy penalty, we are asking for your help to encourage your children to have their cell phones / wearable electronic wifi enabled devices turned off and in their lockers at all times during the school day. Thank you for your support.

Franklin Towne Charter High School will permit students to bring cell phones and other electronic devices to school **PROVIDED THE FOLLOWING GUIDELINES ARE FOLLOWED:**

- Students must keep all cell phones / wearable electronic wifi enabled devices in their lockers, turned off, from 7:50 am until they are dismissed from school.
- Students are not permitted to use cell phones / wearable electronic wifi enabled devices, including text-messaging, at their lockers in between classes, failure to adhere to this policy may result in any penalty up to one day of In School Suspension.
- Detention, attendance recovery, and after-school tutoring are all considered classroom activities. Therefore, cell phones / wearable electronic wifi enabled devices must remain in their lockers at all times during these activities.
- At no time is a student permitted to have any electronic device in their possession during school day hours unless the device has been issued by the school. If a student cannot make it to their locker upon arriving to school, they must relinquish their cell phones / wearable electronic wifi enabled devices to a staff member to hold until the end of the day. If a student is dismissed early for any reason, they are still not permitted to be in possession of a cell phone / wearable electronic wifi enabled device unless they are in the front lobby of the school.
- FTCHS is not responsible for lost or stolen property that a student voluntarily brings to school including cell phones / wearable electronic wifi enabled devices.
- All headphones must be removed and placed in book-bags upon entering the building. All headphones must be stored in locker during the school day and must not be worn until student has exited building.
- Students are not permitted to bring e-book readers such as Kindle's, Nook's, iPad's, etc. to school.
- Students are not permitted to bring cameras to school.

Franklin Towne Charter High School reserves the right to use hand-held and stationary metal detectors for use during student searches. If either of these instruments determine that a student is in possession of a detectable item (including cell phones / wearable electronic wifi enabled devices), the student will be subject to a more extensive search by a same-sex school employee to the extent necessary to identify and secure the detected item. If an item of contraband is found during the search and the student does not relinquish the detected item, he/or she may be referred for expulsion.

CODE OF CONDUCT

The primary purpose of Franklin Towne Charter High School is to educate our students in a safe and secure environment. Students who disrupt this atmosphere will face the consequences of their actions. In order to maintain the order necessary to run a school program, Franklin Towne Charter High School has established a detailed code of conduct and its consequences for all to understand and follow. These rules apply to all students during school hours, in any school sponsored program, on school grounds prior to the start of school and following dismissal from school, traveling to and from school (including riding the bus), school trips or functions or any event that might jeopardize the school's ability to exercise its authority. The Code of Conduct may also be enforced outside of the above parameters if the administration feels the actions of FTCHS students will affect the normal operations of the school or the safety of other FTCHS students.

Consequences include demerits, detentions, and suspensions (in-school and out-of-school). In compliance with state school code, FTCHS implements the following suspension and expulsion procedures:

- The CEO, CAO or Dean of Students may give suspensions (exclusion from school for a period of one to ten consecutive days);
- No student will be suspended until the student has been informed of the reason(s) for the suspension. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened;
- The parent/guardian is to be notified immediately in writing when the student is suspended;
- When the suspension exceeds three school days the student and parent shall be given the opportunity for an informal hearing with school authorities;
- Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments;
- Students are not permitted on school property or to participate in any school activity at any time during the duration of a suspension;
- Expulsion is exclusion from school by the Board of Directors for a period exceeding ten school days and may be permanent expulsion from the school's roll. All expulsions require a prior formal hearing;
- Students who are suspended, expelled or who withdraw from school are not permitted on school property nor permitted to participate in any school function or activity for an indefinite amount of time.

Behavior Rules

The following are some general rules of behavior at Franklin Towne Charter High School and the corrective actions for certain offenses. Behavior or conduct that violates school policy and/or state law that is not specifically addressed in the handbook and code of conduct shall be handled on a case by case basis depending on the severity of the offense.

Scope of Rules of Discipline

These rules shall apply to any conduct:

- On school grounds during, before, or after school hours.
- On school grounds at any other time when the school is being used by a school group.
- Off school grounds at any school activity function or event.
- Traveling to and from school, including actions taken on a bus, van, or public conveyance.
- Off school grounds when the conduct may reasonably be expected to undermine the proper disciplinary authority of the school, the safety of students or staff, or encourage a disruption within the school. This includes, but is not limited to, any text messaging, voice messages, message board posting, or videos on "facebook", "twitter", "youtube", "myspace", "instant messenger", or any other internet related medium.

NOTE: Internal school discipline actions shall not in any way deprive Franklin Towne Charter High School or an individual victim from pursuing any legal remedies available in the Criminal, Civil or Delinquency Courts of the Commonwealth. Regardless of age, all students at Franklin Towne Charter High School are treated equally under school policy. While students who are 18 years or older are adults in society, they are still subject to all school policies, guidelines, and rules as students at Franklin Towne Charter High School.

Prohibition of Corporal punishment

The use of corporal punishment, defined as any act of physical force on a pupil for the purpose of punishment, is not acceptable in this school and will NOT be tolerated as a disciplinary measure.

The term will not apply, however, to the use of reasonable force in the following situations:

- Self-defense
- To protect the individual or other persons from physical injury
- To protect property of the school or others
- To restrain or control a student that in crisis and is a danger to the physical well-being of themselves or others

Progressive Discipline Policy Concerning Suspension

1st suspension = Reinstatement with school representative or administrator

2nd suspension = Reinstatement with school representative or administrator

3rd suspension = Reinstatement and student status reviewed. Behavior agreement/loss of privileges

4th suspension = Reinstatement, student status reviewed, loss of privileges, possible referral for expulsion.

5th suspension = Referral for expulsion

Saturday suspensions will be considered suspensions with regards to the progressive discipline policy concerning suspension.

FTCHS RESERVES THE OPTION TO REFER A STUDENT TO AN ALTERNATIVE EDUCATION PROGRAM IN LIEU OF EXPULSION.

Offenses and Corrective Actions

A "Reinstatement" requires a parent to meet with the CAO or Dean of Students or other school official to determine whether a student will be reinstated after a suspension or referred for additional action such as expulsion. Students who were suspended may not attend classes until the completion of the Parent Conference or Reinstatement. The student's cumulative disciplinary record will be taken into consideration when deciding the appropriate consequence.

Additionally, our Code of Conduct outlines demerits (i.e. "Discipline Points") for certain actions. Accumulation of discipline points can result in "Saturday Suspension," which runs from 7:45 a.m. to 11:00 a.m. Used as an alternative to out-of-school suspension, students must report to FTCHS and complete school work while at Saturday Suspension. Excessive detentions, excessive lateness to school or early dismissals, administrative detention, and skipping class or school can also result in a Saturday Suspension.

A STUDENT'S CUMULATIVE DISCIPLINARY RECORD WILL BE TAKEN INTO CONSIDERATION WHEN DECIDING THE APPROPRIATE CONSEQUENCE.

- 1. Academic Dishonesty:** First offense: any penalty up to a (1) day suspension and teacher has option to allow students to do the assignment at a reduced grade. If detention, 3 demerits. Second offense: any penalty up to three (3) days suspension and reinstatement, and zero points will be issued for the assignment
- 2. Administration Processing violation:** Failure to comply with requested paperwork in the time frame given. One (1) detention for each day the process is not complete (1 demerit.)
- 3. Assault on employee:** Any Penalty up to ten (10) days Suspension with intent to expel.
- 4. Assault on a student:** Any Penalty up to ten (10) days Suspension with intent to expel.
- 5. Attendance plan/policy violation:** Failure to adhere to requirements of attendance policy or improvement plan. Any penalty up to ten (10) days suspension with intent to expel. If a detention is issued, one (1) demerit.
- 6. Behavior unbecoming of a Franklin Towne Charter student:** Any student is involved in any activity that is determined by FTCHS to be detrimental to the safety of any other student or staff member, that may disrupt the daily operation of the school, or results in arrest regardless of the time and place of the incident, may receive any penalty up to ten (10) days suspension with possibility of expulsion.
- 7. Bullying:** Any student who violates the bullying policy as outlined in the handbook may receive any penalty up to ten (10) days suspension with intent to expel.
- 8. Causing a false alarm:** Any penalty up to ten (10) day suspension with intent to expel.
- 9. Cell Phone Violation:** First offense: Student will receive a detention, the phone will be confiscated and released only to a parent, and the student will lose all student privileges until notified otherwise by an administrator. (3 demerits).. Second offense: Student will be referred for expulsion.
- 10. Cell Phone at Locker Violation:** Students are not permitted to be on their cell phones at their lockers after the start of the school day. 1st offense results in any penalty up to a one day In School Suspension. All subsequent Offenses result in an additional In School Suspension as well as being placed on Loss of Privileges.
- 11. Computer policy violation:** Students are not allowed to view web pages on school computers without specific approval from staff members. Students may not post on networks, bulletin boards, or any other posting sites the addresses, telephone numbers, or e-mail address of fellow students, faculty, or electronic image, or any other member of the school community. A student possessing computer network access privileges through Franklin Towne Charter High School may not share his or her password or user account information with others, or use others' passwords or accounts. One (1) detention (2 demerits) or up to ten (10) days Suspension with reinstatement.
- 12. Contraband:** Includes any prohibited or inappropriate materials. Up to three (3) detentions (2 demerits).
- 13. Cutting class:** First offense, any penalty up to 3 day suspension including a Saturday suspension. Repeated offenses: Any penalty up to 10 days suspension with intent to expel.
- 14. Cutting detention:** One (1) day suspension and student will be required to serve the detention on the day they are reinstated back into school. Failure to attend that detention may result in a Saturday Suspension.
- 15. Cutting Saturday suspension:** Any penalty up to and including ten (10) days suspension with the intent to expel.
- 16. Cutting school:** Any penalty up to and including a 1 day suspension, which may be served in the form of a Saturday suspension.

If a student attends a FTCHS extracurricular event on a day that they were absent from school, this will be considered as cutting school.

- 17. Cutting Teacher Appointment: First 4 offenses,** One (1) detention (2 demerits.) On the 5th offense, a one (1) day suspension. Each subsequent offense, one (1) detention (2 demerits). Every 5th offense after, one (1) day suspension.
- 18. Destruction of property:** Any penalty up to ten (10) days suspension, referral to counselor, reinstatement, and restitution when possible. Any student opening an emergency exit by forcing the door open may be referred for expulsion. One (1) Detention (4 demerits).
- 19. Disrespect:** One (1) detention (5 demerits), or up to three (3) days suspension. Multiple Violations will result in any penalty up to 10 days suspension with intent to expel.
- 20. Disruption:** Students are not to disrupt class by actions including, but not limited to, excessive talking, leaving seats, packing up early, not completing work or assignment, throwing objects etc. Up to three (3) detentions may be issued (3 demerit points). Ten (10) disruption violations will result in any penalty up to 10 days suspension with intent to expel.
- 21. Dress code violation:** One (1) detention (3 demerits) and opportunity to resolve the matter by either resolving itself (i.e. student tucking in his/her shirt) or by having a parent bring appropriate clothing. A detention will be issued to any student leaving the building out of uniform. Students must be in full uniform upon entering school and until after they leave school or they will receive a detention.
- 22. Driving:** Students are to obey all driving and traffic laws within the Arsenal. Speeding and reckless driving will not be tolerated. First offense: Any penalty up to three (3) days suspension and revocation of parking privileges. Subsequent offenses: Ten (10) days suspension and police intervention.
- 23. Early Dismissal:** Unexcused instances of early dismissal will receive the following disciplinary action: First five (5) offenses: written warning. Each offense after five (5), detention. Students will be assigned a (1) day suspension, which may be served in the form of a Saturday Suspension if they accumulate ten (10) or more early dismissals. At fifteen (15) early dismissals, students will be referred to the Attendance Recovery program and lose all student privileges. Students will be referred for expulsion if they accumulate more than twenty (20) early dismissals.
- 24. Electronic Equipment (All prohibited electronic equipment excluding cell phones):** First offense: One (1) detention and two (2) demerits. Item will be returned to student after detention. Second offense: One (1) detention and three (3) demerits. Item will only be returned to a parent or guardian. Each subsequent offense: Student will be suspended and item will only be returned during conference/reinstatement.
- 25. Endangering the welfare of others:** This includes any hazardous behavior, play fighting, any laboratory infractions, inappropriate use of equipment, dangerously throwing any objects, and pushing or tripping other students. Students are not only responsible for actions they intend, but also they are responsible for the consequences of their actions. Up to ten (10) days suspension with intent to expel.
- 26. Falsifying of passes, documents and information:** This includes forging signatures, carrying false or excessive ID cards, falsifying detention slips, and/or possessing another student's planner, and lying. One (1) detention (3 demerits), or up to one (1) day suspension.
- 27. Fighting:** Students shall not engage in fighting or mutual combat. Ten (10) days suspension with intent to expel.
- 28. Food and Drink Violation:** Students are not permitted to eat or drink in hallways or classrooms. All food and drink must remain in a book bag or locker outside of the cafeteria. Any food or drink item seen in a classroom or hallways will be confiscated. One (1) detention (2 demerits)
- 29. Gambling:** First offense: Suspension up to five (5) days and referral to guidance department for counseling. Second offense: Any penalty up to ten (10) days suspension with intent to expel.
- 30. Graffiti:** Graffiti and "tagging" will be treated as "destruction of property." Offenses can include graffiti on school property, on arsenal property, areas immediately outside the arsenal, planners, ID's, access cards, books, notebooks, and book bags. Students may also be referred to an activity-driven anti-graffiti program. First offense: Up to three (3) day suspension and referral to guidance counselor for education and graffiti prevention program. Second offense: Any penalty up to ten (10) days suspension with intent to expel. If a detention is issued, one (1) detention (4 demerits).
- 31. Graffiti plan violation:** Failure to adhere to requirements of graffiti plan. Any penalty up to ten (10) days suspension with intent to expel.
- 32. Hand Sanitizer:** Students are not permitted to have hand sanitizer anywhere in any FTCHS buildings. One (1) detention (3 demerits)
- 33. Harassing, Intimidating/hazing –** This includes, but is not limited to, physical, spoken, written, or computer transmitted acts of abuse, violence, harassment, intimidation, instigation, extortion, the use of vulgarity, making remarks of a personally destructive nature or any act that restricts or prevents freedom or movement of an individual. This also includes propositions or sexual comments such as: a sexually-oriented gesture, sound, remark or comments about a student, staff member or visitor's sexuality or sexual experience. First offense up to three (3) days suspension and referral to bullying/harassment program and guidance department for counseling. Any subsequent offenses: Any penalty up to ten (10) days suspension with intent to expel.
- 34. Homework Violation:** Failure to complete. One detention. See Homework Policy / Detention section for further clarification.

- 35. Identification Cards:** Identification cards, or elevator passes if applicable, not visibly worn around the neck on a FTCHS school issued lanyard and be the only card stored inside a FTCHS school issued protective pouch. One (1) detention (1 demerit)
- 36. Improperly accessing or exiting the arsenal (climbing over or through the fence):** Any penalty up to ten (10) days suspension with reinstatement.
- 37. Inappropriate touching:** Students may not touch any other person or encourage another person to touch him/herself in intimate or sensual parts of the body or any other part of the body that is considered inappropriate. Students shall not expose his/her genitals or any part of the body that is considered inappropriate. Students shall not engage in any public displays of affection in school. First offense: Any penalty up to ten (10) days suspension and possible expulsion.
- 38. Lateness to class:** One (1) detention (1 demerit). Students who are not in their assigned seat, **or who are not in the cafeteria** during their assigned lunch period when the bell rings, are late to class.
- 39. Late to school:** Students are to arrive at school on time, they must scan into the building prior to 7:45 AM. First five (5) offenses: written warning. Each offense after five (5), detention. Students will be assigned a (1) day suspension which may be served in the form of a Saturday Suspension if they are late to school ten (10) times. At fifteen (15) times late to school, students will be referred to the Attendance Recovery program, which may be served during a Saturday session, and lose all student privileges. Students will be referred for expulsion at (20) times. After the first five (5) warnings, if you are 1-10 minutes late you will receive a detention and 1 demerit. If you are 11-30 minutes late you will receive a detention and two (2) demerits, if you are 31-60 minutes you will receive a detention and three (3) demerits, and if you are more than 60 minutes late you will receive a detention and four (4) demerits.
- 40. Littering:** Students are responsible for any papers, slips, or documents that they are issued or otherwise in possession of. Students will receive detention for any object that has been improperly discarded on school property (1 demerit).
- 41. Locker violation:** Using another student's locker or sharing your locker with another student: One (1) detention (2 demerits)
- 42. Manipulation of school equipment:** Students are not permitted to touch or manipulate any school equipment including, but not limited to, teacher computers or any items on a teacher's desk, attendance equipment, projectors and overheads, and any other equipment without a teacher's or staff member's permission. One day suspension.
- 43. Multiple violations:** More than two **detentions in one day or multiple offenses of the same violation:** Any penalty up to a Saturday suspension or three (3) days suspension.
- 44. Obscene or profane conduct:** Using obscene or profane language/actions including written language and electronic postings and emails. First offense: One (1) detention (3 demerits). Each subsequent offense: Up to three (3) days suspension with reinstatement. Items with profane language will be confiscated.
- 45. Passing/writing notes during class:** One (1) detention (2 demerits)
- 46. Planner Violation:** Planner not in student's possession. One (1) detention (2 demerits)
- 47. Pornography:** Viewing, possessing or distributing Pornography. Any penalty up to ten (10) days suspension with intent to expel, police intervention.
- 48. Possession of controlled substance:** Students shall not possess, distribute or share any drug or narcotic. Any penalty up to ten (10) days suspension with intent to expel.
- 49. Possession of Alcohol:** Students shall not possess, distribute or share any alcohol or alcoholic beverage. Any penalty up to ten (10) days suspension with intent to expel.
- 50. Possession of Prescription Medication:** Students should not possess, distribute or share any prescription medication. All prescription medication should be in the original bottle and given to the nurse or an administrator upon entering school. Any penalty up to ten (10) days suspension with intent to expel.
- 51. Possession of incendiary devices including but not limited to fireworks, smoke/stink bombs, pepper spray or mace:** Up to ten (10) days suspension with intent to expel.
- 52. Possession of markers, paint pens, or other devices that could be used for graffiti:** Item will be confiscated and student will receive one (1) detention (2 demerits). These items will not be returned.
- 53. Possession of tobacco:** Product will be confiscated (regardless of student's age) and student will receive any penalty up to three (3) day suspension (4 demerits).
- 54. Possession of tobacco related products including lighters and matches:** items will be confiscated and student will be issued a detention (3 demerits).
- 55. Possession of drug paraphernalia:** Students shall not possess on their person, in their belongings or in any storage space provided by the school any items that would be used to consume illegal substances. This includes vapes, rolling papers, cigars. Product will be confiscated (regardless of student's age) and student will receive any penalty up to three (3) day suspension (4 demerits).
- 56. Possession of weapons:** Students shall not possess on their person, in their belongings or in any storage space provided by the school any tool, instrument, implement, or weapon capable of causing serious injury or death. These items include but are not limited to pepper spray, firearms, knives, razors, stun guns, BB guns, starter pistols, or explosive devices that may cause a fire. Ten (10) days suspension with intent to expel.
- 57. Public Displays of affection:** Students should not engage in any public displays of affection in school. One (1) detention (2 demerits)

- 58. Racial or ethnic slurs:** Using racial or ethnic slurs in any manner. Up to three (3) detentions (5 demerits) or up to three (3) days suspension, referral to guidance department.
- 59. Refusal to allow a search or cooperate with a search:** Any penalty up to ten (10) days suspension with intent to expel.
- 60. Selling goods in school:** Students are prohibited from selling any non-school approved goods in the school. One detention (3 demerits).
- 61. Sleeping in Class:** Students who are sleeping in class will be issued any penalty up to one (1) detention (1 demerit) and/or sent to the nurse for observation. Repeated offenses could warrant any penalty up to a one (1) day suspension or Saturday suspension.
- 62. Smoking:** Up to three (3) days suspension with Parent Conference.
- 63. Stealing:** First offense: Up to three (3) detentions (4 demerits) or up to ten (10) days suspension with referral to guidance department for counseling. Possible police intervention. Restitution when possible. Second offense: Ten (10) days Suspension with intent to expel.
- 64. Taking part in the disruption of regular school operation, scheduling, activities etc:** Any penalty up to five (5) days suspension with Parent Conference. If a detention is issued, 4 demerits.
- 65. Threats:** Making any threat toward another person. This also includes involvement with non-Franklin Towne students coming to Franklin Towne school property for the purpose of threats or violence. First offense: Any penalty up to a (1) day suspension. Second offense: Three (3) days suspension. Third offense: Any penalty up to ten (10) days suspension with intent to expel.
- 66. Unauthorized area violation:** Found in unauthorized area (including hallways and elevators). Up to three (3) detentions (3 demerits) or any penalty up to three (3) days suspension.
- 67. Under the influence of Alcohol -** Students shall not be under the influence of any alcohol or alcoholic beverage. Any penalty up to ten (10) days suspension with intent to expel.
- 68. Under the influence of controlled substance:** Students shall not be under the influence of any unauthorized prescription or non-prescription drug or narcotic, or in possession of any drug paraphernalia. Any penalty up to ten (10) days suspension with intent to expel.
- 69. Unprepared:** Students should be fully prepared to participate in class with any and all materials or supplies necessary for that class, including but not limited to books, notes, pens, paper, etc. **One (1) detention (1 demerit).**
- 70. Willful disobedience:** Includes, but not limited to, refusal to give to staff an item of contraband, refusal to accept/crumpling/tearing or throwing detention/demerit/suspension/attendance notice/ teacher appointment slip from staff member, slamming doors or refusal to go to destination designated by school staff member. First Offense: Any penalty up to three (3) days suspension (5 demerits). Second offense: Any penalty up to five (5) days suspension. Third offense: Up to ten (10) days suspension with intent to expel.

Any text messaging, voice messages, message board posting, or videos on “facebook”, “twitter”, “youtube”, “instagram”, “instant messenger”, “snapchat” or any other internet related medium can be interpreted as a violation of any rule listed above and students will be disciplined accordingly. Students waive any rights to privacy for any such message, video, or posting.

To ensure compliance with Chapter 12 of the Public School Code, the FTCHS Code of Conduct was developed under the guidance of FTCHS’ legal counsel, James P. Rocco, III. Additionally, FTCHS complies with the following procedures related to due process ensuring the rights of both special education and general education students are protected.

Suspension and Expulsion Procedures for Franklin Towne Charter High School

In compliance with the Pennsylvania State Department of Education Code 12.6, “Exclusions from School,” Franklin Towne Charter High School Board of Trustees states the following:

- Exclusion from school may take the form of suspension or expulsion;
- Suspension is exclusion from school for a period of one to ten consecutive school days;
- Any member of the school’s administrative team may issue a suspension;
- No student will be suspended until the student has been informed of the reason(s) for the suspension. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened;
- The parent/guardian is to be notified immediately in writing when the student is suspended;
- When the suspension exceeds three school days the student and parent shall be given the opportunity for an informal hearing with school authorities;
- Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments;
- Students are not permitted on school property or to participate in any school activity at any time during the duration of a suspension.
- Expulsion is exclusion from school by the Board of Directors for a period exceeding ten school days and may be permanent expulsion from the school’s roll. All expulsions require a prior formal hearing.
- Students who are suspended, expelled or who withdraw from school are not permitted on school property nor permitted to

participate in any school function or activity for an indefinite amount of time.

Due Process for Informal Suspension Hearings

In suspensions of four to ten days at FTCHS, parents and students have the right to an informal hearing. The informal hearing is meant to encourage the student's parents/guardians to meet with the CEO or his designee to discuss ways by which future offenses can be avoided.

The steps below are followed to ensure due process:

- The student and the parent/guardian are notified in writing the reasons for the suspension.
- Parents are provided with sufficient notice of the time and place of the informal hearing.
- Students have the right to question any witnesses present at the hearing, and has the right to speak and produce witnesses on his/her own behalf.
- The informal hearing is held within the first 5 days of the suspension.

Due Process Expulsion Procedures

A Board decision is required to expel a student. Expulsion is exclusion from school for more than 10 days. All expulsions require a prior formal hearing. During the period prior to the hearing and decision of the Board of Trustees in an expulsion case, the student, unless on suspension, shall be placed in his normal class except; if it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals, or welfare of others and if it not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than 10 school days, if the formal hearing is not unreasonably delayed.

The steps below are followed to ensure due process:

- Notification of the charges will be sent to the student's parents/guardian by certified mail.
- Parents will be provided with sufficient notice of the time and place of the hearing.
- The hearing will be held in private unless the student or parent requests a public hearing.
- The student will have the right to be represented by counsel.
- The student will have the right to be notified of the names of the witnesses against the student, and copies of the statements and affidavits, if any, of those witnesses.
- The student will have the right to request that any such witnesses appear in person and answer questions or be cross-examined.
- The student will have the right to testify and present witnesses on his own behalf.
- A record will be kept of the hearing, either by stenographer or by tape recorder.
- The proceeding will be held with all reasonable speed.
- In the event the student is dissatisfied with the results of the hearing, an appeal may be filed in accordance with the Local Agency Law to the Court of Common Pleas within thirty (30) days of receipt of the Adjudication. If it is alleged that a constitutional issue is involved, the student may be able to file a claim for relief in the Federal District Court. The student and their parents/guardian will be apprised of these rights.

Description of the Due Process Hearing

At the beginning of the hearing, a duly authorized committee of the Board, or a duly qualified hearing examiner, who need not be a member of the Board, but whose adjudication must be approved by the Board (herein called Hearing Officer) shall inform the student and the student's representative(s) that:

- The School's and the student's representatives shall have the right to examine and cross-examine witnesses; the student has the privilege against self-incrimination, but that if the student does testify, he/she shall be subject to cross examination; the charter school has the burden of proving the charges by a preponderance of credible evidence; a transcript of the proceedings shall be maintained and made available to the student's representative upon request; and the hearing shall be private or open to the public, as determined by the student's representative.
- The person conducting the hearing shall not have intimate knowledge of the details of the charges to assure an impartial, unbiased hearing of the case.

The Hearing Officer shall inform the parties that:

- The case will proceed by having the school present its evidence through witnesses and other evidence first;
- The school's witnesses shall be subject to cross-examination by the student's representative; and
- The student will then have the opportunity to present witnesses on his/her behalf, subject to cross-examination by the school's representative.

Following the conclusion of the testimony and the introduction of other evidence matters, the parties shall be afforded the opportunity to present oral arguments to the Hearing Officer indicating the reasons why the charges should be sustained or dismissed. The Hearing Officer shall then reach findings of fact upon the charges.

In the event that one or more of the charges is sustained, the Hearing Officer shall then entertain statements from the parties regarding the appropriate penalty outcome. In the event that the parent and/or the student, in an appropriate case, have been served with a copy of the student's past disciplinary anecdotal record in a timely fashion, for consideration at the hearing, such record may be considered by the Hearing Officer in determining an appropriate penalty. The incidents contained within the past anecdotal record shall be subject to proof to the extent that they are denied by the student, as expressed by the student's representative.

The Hearing Officer, upon the conclusion of the portion of the proceeding dealing with penalty determinations, shall make findings of fact and penalty recommendations, if any, to the person or body which designated him/her immediately upon the conclusion of the long-term suspension hearing.

The Board shall make its own findings of fact and penalty decision, by adopting those of the designated Hearing Officer, where applicable, in whole or in part, or by reaching independent findings of fact and penalty determinations. This process shall be concluded at an open public board meeting, reasonable notice of which shall be provided to the parent prior to the meeting.

The Board's decision (adjudication) will be communicated to the parent within five days of the Board meeting.

Manifestation Determination Evaluation

If a student with an Individualized Education Plan (IEP) faces a suspension or exclusionary offense, qualified members of the FTCHS will conduct a Manifestation Determination Evaluation (MDE). If an action is contemplated regarding behavior or involving a removal that constitutes a change of placement for a child with a disability who has engaged in other behavior that violated any rule or code of conduct of Franklin Towne Charter High School that applies to all children, not later than the date on which the decision to take that action is made, the parents are notified of that decision and provided the procedural safeguards notice, and immediately, if possible, but in no case later than 10 school days after the date on which the decision to take that action is made, a review is conducted of the relationship between the child's disability and the behavior subject to the disciplinary action.

Individuals to carry out review: A manifestation determination review is conducted by the IEP team and other qualified personnel in a meeting.

Conduct of review: In carrying out a manifestation determination review, the IEP team and other qualified personnel may determine that the behavior of the child was not a manifestation of the child's disability only if the IEP team and other qualified personnel:

1. First, consider in terms of the behavior subject to disciplinary action, all relevant information, including evaluation and diagnostic results, including the results or other relevant information supplied by the parents of the child, observations of the child, and the child's IEP and placement; and
2. Then determine that in relationship to the behavior subject to disciplinary action:
 - a. The child's IEP and placement were appropriate and the special education services, supplementary aids and services, and behavior intervention strategies were provided consistent with the child's IEP and placement;
 - b. The child's disability did not impair the ability of the child to understand the impact and consequences of the behavior subject to disciplinary action; and
 - c. The child's disability did not impair the ability of the child to control the behavior subject to disciplinary action.

Decision: If the IEP team and other qualified personnel determine that any of the standards above were not met, the behavior must be considered a manifestation of the child's disability.

Meeting: The manifestation review determination may be conducted at the same IEP meeting that is convened to consider the need for a functional behavioral assessment/review or development of a behavior plan.

In-school Suspension

Franklin Towne Charter High School operates an in-school suspension program to address certain code of conduct infractions. All students who are issued an in-school suspension will receive written notification including the date(s) of the suspension, reason for the suspension, and reinstatement details (All reinstatements will be scheduled either the day of the suspension, or the day after completion of the in-school suspension). Students who receive an in-school suspension must report to school on the day of their suspension in full uniform. They will report to the front office and will be escorted to the in-school suspension room. Under staff

supervision, they will complete school assignments, homework, projects, tests, or read quietly from 7:50am–3:00pm.

Any student who does not attend school on a day they are required to serve an in-school suspension and does not provide medical documentation to justify the absence may be issued a Saturday suspension. All students who serve an in-school suspension will not be permitted to attend regular classes unless a reinstatement meeting is held, in person, with a parent or guardian. All school rules and consequences apply during in-school suspensions. Lateness to school, uniform violations, disruptions, non-compliance and other code of conduct infractions will be dealt with accordingly. In-school suspensions will count as a “Suspension” as listed in the progressive discipline policy regarding 5 suspensions requiring a referral for expulsion.

In-School Suspensions can be issued in the following situations:

- A student’s first time being suspended for “skipping a detention”.
- Any multi-day suspensions that do not include the “Intent to Expel”.
- Any suspension issued for a Friday, Monday, day before or after a holiday, or quarterly exam days
- Any violation of the code of conduct determined by administration to be punishable by an in-school-suspension (this could include any infraction of the code of conduct punishable by an out-of-school suspension as printed in the student handbook)

Detention Rules

- Detention is held every day for 60 minutes following dismissal.
- Students will receive a written copy of the detention assignment.
- In order to receive credit for detention, students must follow all detention rules and complete all requirements.
- Students must serve detention on the day the detention is assigned
- If a student has an appointment with a teacher on the same day they have a detention, they are to see their teacher immediately after school and arrive to detention no later than 3:30 pm. That student must then serve detention until 4:30 pm regardless of the time they arrived to detention. It is the student’s responsibility to inform the teacher that they have a detention that day and must leave the appointment to be on time for the detention.
- If a student has an early dismissal on a day they were issued a detention, they must serve the detention on the next day they are present in school.
- If a student receives two detentions in one day, they must serve one detention the day they received the detentions, and the second will be served on the next day they are in school.
- Students must bring work to do in detention. Failure to follow rules in detention will cause a student to be removed from detention. This will result in an automatic suspension.
- If a student cannot attend a detention because of a medical appointment, the detention will be postponed for the following day only if the student brings in medical documentation to the front desk no later than the following morning to confirm they attended the appointment.
- If a student cannot attend a detention because of work the detention will be postponed for the following day only if the student provides a phone number to the front desk and the schedule can be confirmed on the day they received the detention.

DRESS CODE

In order to promote safety and equality, all Franklin Towne Charter High School students are to be dressed in the designated school uniform upon arrival at school. Those who do not conform to this policy will meet with immediate administrative action. Students arriving to school out of uniform will be issued a detention and will not be permitted to attend class. A parent or guardian will be contacted and will be permitted to bring appropriate clothing to rectify the uniform violation.

The student uniform consists of:

- Blue School Logo shirt (long or short sleeved). All shirts must be tucked into the pant waist so the entire belt line of the pant is visible AT ALL TIMES. THERE WILL BE NO EXCEPTIONS. Any student wearing a rubber band on the back of their shirt in lieu of tucking it in will face disciplinary action.
- Tan or Khaki colored Khaki-style pants, dress or casual dress pants (traditional cut), must not resemble jeans, must NOT have pockets anywhere on the leg of the pant, MUST be worn at waist level, MUST not be CUT/RIPPED IN ANY WAY at the bottom, and may not drag on the floor under. Students may not wear a second pair of pants underneath the uniform.
- Rubber soled shoes. SLIP-ON SHOES MUST HAVE RUBBER SOLES OR THEY ARE NOT PERMITTED. Sturdy shoes are a must to ensure student safety. No work boot, UGG/Sheepskin boot, fashion boots are permitted.
- Blue School Logo sweater or fleece WITH BLUE LOGO SHIRT WORN UNDERNEATH.
- Mandatory belt worn properly around the waist
- Belt buckle cannot be larger than 3 x 3 inches
- Jewelry may not be worn in excess
- Earring must be smaller than a quarter
- Necklace must be worn on the inside of a student’s shirt

- Franklin Towne issued identification card must be worn at all times around neck in a Franklin Towne issued clear plastic case. The students may only wear one lanyard, school issued color black or purchased in the school store. Any other lanyards or pouches for identification cards are prohibited. Identification cards may not be altered in any way. Graffiti, stickers, or decorations of any kind are not allowed, the student will be required to purchase a new identification card for \$ 5 if the card is damaged or altered in any way. The identification card is the only item that may be stored in the school issued clear plastic case. Students will be required to purchase a new clear plastic case for \$ 3 if it is damaged or altered in any way.
- Optional long sleeve undershirt without writing on the sleeves worn underneath blue logo shirt.
- All students rostered to a Physical Education class are required to wear a Franklin Towne Phys-Ed shirt that can be purchased in the school store and a pair of navy blue shorts or sweatpants.

On snowy/bad weather days, students ARE permitted to wear boots to school. However, students MUST bring a pair of rubber soled sneakers to change into upon entering the cafeteria in the morning. Boots are to be placed inside students' lockers until dismissal from school.

Students are NOT permitted to wear the following during regular school days:

- Jeans or any pants resembling jeans
- Corduroys
- Shorts, skorts, skirts, capris, hipsters; tight or form-fitting pants
- Cargo or multi-pocketed pants or shorts;
- Hooded shirt or hooded sweatshirt
- Sweat-pant material pants
- Decorative belt buckles with sharp or pointed edges, any belt buckle larger than 3" x 3" or considered dangerous or offensive by administration.
- Boots or any shoe worn above the ankle.
- Open-toe or open-heel shoes
- Head coverings (unless religious), headbands, sweatbands or bandannas
- Flip flops, open-toed or open-backed footwear, slippers or sandals, or footwear that may be considered hazardous for the students' safety
- Chains or jewelry that is excessive can be considered a distraction or can be used as a weapon;
- Headsets or iPods are not allowed to be worn in the building.

DRESS DOWN DAYS

Whenever Franklin Towne Charter High School permits a Dress-Down Day, students are expected to wear clothing that is appropriate. If a student is not dressed according to school standards, a parent/guardian will be notified. Failure to comply may meet with administrative action. During "Franklin Towne" dress down days, students must wear an official Franklin Towne shirt sold in the school store and follow the other dress down regulations listed above. **ANY STUDENT WEARING A UNIFORM ON A DRESS DOWN DAY MUST ADHERE TO ALL OF THE UNIFORM REQUIREMENTS FOR A REGULAR SCHOOL DAY INCLUDING WEARING THEIR SHIRT TUCKED INTO THEIR PANTS.**

Students are NOT permitted to wear the following during dress down days:

- Shorts more than one inch above the knee while standing in an upright position;
- Skirts;
- Hooded shirts or hooded sweatshirts;
- Chains or jewelry that is excessive, can be considered a distraction or can be used as a weapon;
- Hats, head coverings (unless religious), headbands/sweatbands, or bandanas;
- Rubber soled shoes. **SLIP-ON SHOES MUST HAVE RUBBER SOLES OR THEY ARE NOT PERMITTED.** Sturdy shoes are a must to ensure student safety. No work boot, UGG/Sheepskin boot, fashion boots are permitted. Rubber soled shoes.
- Pajamas or slippers;
- Outerwear such as coats, jackets, sweaters (including school sports jackets or other club apparel). Gloves and scarves should not be worn to class;
- Any clothing with alcohol, drugs, tobacco wording, advertising or logos of such items;
- Any clothing with ethnic, sexual, or vulgar references;
- Any clothing which may be considered to be disruptive, unsafe, or unhealthy within the educational process;
- Any clothing with excessive holes, rips or openings
- Half-shirts or mid-riff belly shirts;
- See-through clothing

- Backless shirts;
- Undergarments such as ribbed tank-tops;
- Low cut shirts or blouses that expose cleavage;
- Tights, leggings, spandex pants, yoga pants;
- Shirts that have been cut excessively in the arm-pit area exposing skin;
- Sunglasses;
- Headsets or i-pods are not allowed to be worn in the school.
- Wearable WiFi enabled devices are not permitted
- Tank tops, sleeveless shirts, or spaghetti strap shirts

Violators of the dress code policy will face disciplinary action.

Dress-Down Days are a privilege. Any student who has lost student privileges will not be permitted to participate in ANY dress-down day.

DRIVING

The speed limit on school grounds is five (5) miles per hour. Drivers should obey all traffic signs on campus. Students may not loiter in cars, drive aimlessly around school grounds, and/or leave the grounds during school hours. Violators of this policy will have driving privileges suspended and/or revoked and will face disciplinary action.

DRUGS & ALCOHOL

Students shall not possess, use, distribute, or share any prescription or non-prescription drug or narcotic or alcohol or alcoholic beverage. Students shall not be under the influence of any alcohol or alcoholic beverage. Students shall not be under the influence of any unauthorized prescription or non-prescription drug or narcotic.

Students who are suspected of being under the influence of drugs and/or alcohol will be referred to the nurse for screening. If a student is suspected of being under the influence, the nurse will screen a student by taking vital signs to determine any possibility of a medical crisis.

- If the student is demonstrating medical concerns the school will call for an ambulance and inform the parent of the school's action.
- If the student is demonstrating no medical concerns, the nurse will call an administrator or his/her designee for consultation.
- If the student's behaviors are still such that drug or alcohol involvement is suspected, the student will be required to submit an independent drug analysis.
If the student refuses to submit to or cooperate with the administration regarding a drug test, FTCHS administration will contact parents/guardians. This refusal will be considered an admission of guilt and appropriate disciplinary action will be issued.
- If the student's behaviors are still such that drug or alcohol involvement is suspected, the parent will be called and the student will be escorted by the parent to the parent's choice of intervention.
- The student will be referred to the Drug & Alcohol counselor.
- The student may receive disciplinary action.

If nurse and administrator or his/her designee agrees that the student is in no risk and does not appear to be under the influence, the student will be returned to class and the referring staff member will be informed of the decision.

GRAFFITI POLICY

Students are not permitted to possess any item that contains graffiti. All items containing graffiti will be confiscated. First offense could result in suspension and possible referral to guidance counselor for an education and graffiti prevention program. Failure to adhere to the program will result in disciplinary action.

IDENTIFICATION CARDS AND ELEVATOR PASSES

All students will be issued Franklin Towne Charter High School picture ID cards. The ID is to be worn and visible at all times. If you are issued and elevator pass it is to be worn at all times. The ID card is to be affixed to a lanyard only and worn around the student's neck. IDs may not be affixed to a chain, rope, string, or any other item that is not equivalent to a school issued lanyard. Elevator passes must be worn on the school issued lanyard. Students who do not comply with this ID card/elevator pass policy will face disciplinary action. ID cards are worn visibly for safety reasons. They are used for attendance, to obtain a hall pass, purchase tickets or items from the school store, and to enter any school sponsored activity or event. IDs are not to be altered or

drawn on and the picture is not to be changed, covered, or defaced in any way. IDs are required to be kept inside a plastic cover. The plastic cover is not to be altered or defaced in any way. Altered IDs or ID covers will be confiscated, a detention will be issued, and student must purchase a new ID. All IDs are unique as they contain digital information for attendance purposes. Only one ID can be active at one time, therefore, students cannot purchase new IDs to avoid serving a detention. Any student trying to enter school with no ID or with an inactivated/non-working ID will receive a detention for not having a valid ID. Detention must be served that day regardless of whether the ID is found, a parent/guardian drops off the ID to school, or the student purchases a new ID that day.

Any student in need of a new ID can purchase one at the start of the day at the student entrance for \$5.00.

INTERNET STUDENT ACCEPTABLE USE POLICY

A. Educational Purpose

1. Franklin Towne Charter High School Net has been established for a limited educational purpose. The term “educational purpose” includes classroom activities, career development, and limited high-quality self-discovery activities.
2. Franklin Towne Charter High School has the right to place reasonable restrictions on the material you access or post through the Internet system. Students are also expected to follow the rules set forth in Franklin Towne Charter High School’s rules and regulations governing conduct, disciplinary code, and the law in your use of School Net.
3. Students may not use Franklin Towne Charter High School Net for commercial purposes. This means students may not offer, provide, or purchase products or services through Franklin Towne Charter High School Net.
4. Students may not use Franklin Towne Charter High School Net for political lobbying. Students may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Student Internet Access

All students will have access to the Internet World Wide Web information resources through their classroom, library, or school computer.

C. Personal Safety

Because they pose a threat to the personal safety of students, the following uses of Franklin Towne Charter High School Net are considered unacceptable:

1. A student will not post personal contact information about his/herself or other people. Personal contact information includes your address, telephone number, school address, work address, electronic images, etc.
2. A student will not agree to meet with someone he/she has met online.
3. Students will promptly disclose to their teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.

D. Illegal Activities

1. Students will not attempt to gain unauthorized access to Franklin Towne Charter High School Net, to any other computer system through School Net, or go beyond his/her authorized access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purposes of “browsing.”
2. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
3. Students will not use Franklin Towne Charter High School Net to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

E. System Security

1. Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a student provide his or her password to another person.
2. Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
3. Students will avoid the inadvertent spread of computer viruses by following the Franklin Towne Charter High School virus protection procedures if they download software.
4. The System Administrator reserves the right to delete user accounts that are not logged on or otherwise used for one year.
5. Students will avoid keeping an online session open when they leave a computer.

F. Inappropriate Language

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages, “you-tube”, “myspace”, “facebook”, text messaging, emails, voice messages, and any other internet related resource.

1. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
2. Students will not post information that could cause damage or a danger of disruption.
3. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.

4. Students will not harass another person. Harassment is defined as persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending those messages, he or she must stop.
5. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

G. Respect for Privacy

1. Students will not re-post a message that was sent to them privately without permission of the person who sent that student the message.
2. Students will not post private information about another person.

H. Respecting Resource Limits

1. Students will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. The limit on self-discovery activities is no more than one (1) hour per week.
2. Students will not download large files, unless absolutely necessary. If necessary, a student will download the files one at a time when the system is not being heavily used.
3. Students will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
4. Students will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.
5. Students will subscribe only to high quality discussion group mail lists that are relevant to education or career development.

I. Plagiarism and Copyright Infringement

1. Students will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were one's own.
2. Students will respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If a student is unsure whether or not he or she can use a work, he or she should request permission from the copyright owner. Copyright law can be very confusing. If a student has questions, they should ask a teacher.
3. Franklin Towne Charter High School abides by the following statement on software and intellectual rights distributed by EDUCOM, a non-profit consortium of colleges and universities committed to the use and management of information technology in higher education:
4. "Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgement, right to privacy and right to determine the form, manner, and terms of publications and distribution.
5. Because electronic information is volatile and easily reproduced, respect for the work and personal expression or others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for sanctions against members of the academic community."

J. Inappropriate Access to Material

1. Students will not use Franklin Towne Charter High School Net to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made, if the purpose of a student's access is to conduct research and both a teacher and a parent have approved.
2. If a student mistakenly access inappropriate information, he or she should immediately tell his or her teacher. This will protect a student against a claim that he or she has intentionally violated this policy.
3. Parents should inform students if there is additional material that they think would be inappropriate for their child to access. Franklin Towne Charter High School expects that students will follow their parent's instructions in this matter.

K. Limitation of Liability

1. Franklin Towne Charter High School makes no guarantee that the functions or the services provided by or through Franklin Towne Charter High School Net will be error-free or without defect. The School will not be responsible for any damage a student may suffer, including but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising through the unauthorized use of the system.

VIOLATION OF ANY OF THE ABOVE POLICIES WILL RESULT IMMEDIATE DISCIPLINARY ACTION.

LOSS OF PRIVILEGES

Franklin Towne offers many clubs, sports, events and activities to students. Student participation is considered a privilege and will be treated as such. Students may have their privileges revoked at the discretion of the administration. The FTCHS Administration reserves the right to place an FTCHS student on Loss of Privileges list for behavioral reasons. Privileges can include participation in dances, extracurricular activities, school trips, and dress-down events.

1. A student will lose their privileges for reasons including but not limited to the following: (These numbers do not reset at any time during the year)
 - 1) Excessive detentions
 - 2) Excessive absences or lateness
 - 3) Excessive early dismissals
 - 4) Accumulation of demerit points
 - 5) Three (3) or more suspensions for the year
 - 6) At the discretion of the administration
 - 7) Violations of the academic policy
 - 8) Violations of the attendance policy
 - 9) First cell phone violation
2. When a student loses their privileges, they will be placed on a list that is available to all staff members who monitor student activities. Students on this list may not participate in ANY FTCHS sponsored activity or event regardless of when they are placed on the loss of privileges list. No refunds will be issued for any ticket once the catering bill has been paid even if you are placed on the loss of privileges list after buying a ticket.
3. Students will remain on that list UNTIL NOTIFIED OTHERWISE. Serving a Saturday Suspension, suspension, detention, or attendance recovery sessions alone does not restore student privileges. The status of all students will be reviewed on a weekly basis.
4. During the review, any student on the list that has had their privileges revoked, who has not earned more than 2 detentions, has not been late to school more than 2 times, has not been suspended, and has not accumulated any unexcused absences during the review period will receive a letter in advisory and have their privileges restored. If they do not receive this notice, their privileges are still revoked.
5. A first cell phone violation will automatically place a student on the loss of privileges list immediately upon the violation. Once a student is on the list, they may not attend any FTCHS sponsored event, regardless of when the event is and if a ticket has already been paid for.
6. Any senior who is placed on Loss of Privileges will also lose all senior privileges for the duration of their stay on Loss of Privileges.

PLANNERS

All students at Franklin Towne will be issued a planner prior to the start of school. The planner has useful information including reference material, and the school handbook. Students are NOT permitted to be in the hallways without permission. The planner has a weekly hall pass in it. This pass must be filled out and signed by a teacher. Every Franklin Towne student must be in possession of their planner at all times. Students must purchase a new planner to replace a lost or stolen one immediately at the cost of \$5.00.

SATURDAY SUSPENSION

We reserve the right to hold a program for rules violations on Saturdays.

A student may receive a referral to the Saturday Program for any of the following violations for a minimum of three (3) hours:

1. Excessive Detentions as defined by school administration. (At no time do the number of detentions “reset”)
2. Excessive Accumulation of Discipline points (At no time do the number of discipline points “reset”)
3. Excessive lateness to school or early dismissal (At no time do the number of times late to school “reset”)
4. Administrative Detention
5. Skipping Class or School

Policy/Rules:

1. Saturday suspension will be held in Building 108 and will start at 7:45 a.m. Students must be seated prior to 7:45 a.m. in designated room or they will be considered late. Students must enter the Tacony Street entrance and through the front door.
2. If a student does not attend a scheduled Saturday suspension and does not provide the school with medical documentation to excuse the absence upon return to school, they will be suspended for at least two (2) days and may be referred for expulsion.
3. Lateness will be counted as cutting Saturday suspension. If a student is late, they will be asked to leave and they will be

suspended.

4. Students must be in complete uniform, including a valid school ID, or it will be counted as cutting Saturday suspension.
5. Students must bring school related work to do during suspension. If work is not completed, it will be counted cutting Saturday suspension. It is the student's responsibility to bring all materials they need with them to the Saturday suspension including books, pens, pencils, calculators, etc.
6. Saturday suspensions will be considered a suspension but will not require a parent reinstatement.
7. Eating, drinking, talking, sleeping, putting one's head down, and using electronic devices will not be permitted during the Saturday program.

SLEEPING IN CLASS

Due to concerns regarding student health and student safety, students are not permitted to sleep in class for any reason. If a student is sleeping, the teacher will address the student and refer them to the nurse if necessary. Continued instances of sleeping will result in disciplinary action.

SMOKING

Franklin Towne Charter High School, by law, is a non-smoking building. Smoking is not permitted within the building or on the school grounds. Students who are found to have cigarettes, lighters, or matches will have them confiscated and disposed of, regardless of their age.

Additionally, the Commonwealth of Pennsylvania, under the provisions of Act 168, 1988, states that anyone violating the provisions of the law with regard to using tobacco in a school is to be sentenced to pay a fine of not more than \$300.00 and the costs of prosecution for each violation. Failure to pay the fine and all costs will be punished by imprisonment of up to 90 days for each violation.

IV. BUILDING PROCEDURES

ACCESS CARDS

When entering the Frankford Arsenal Business Complex, students are to use the turnstiles at Bridge Street or Tacony Street. The school will open the gate at these turnstiles from 7:00 to 7:50 am in the morning as well as from 3:00 to 3:30 pm in the afternoon. Beyond those peak time periods, the gates are not open, and students may want to purchase an access card to more easily enter the complex. It is **optional** for students to pay a twenty-five-dollar fee for the use of the access card.

BATHROOMS/LOCKER ROOMS

Unless there is an emergency, students will not be permitted to use the bathrooms during the first 10 minutes or last 10 minutes of any class period. Students must relinquish their planner, book bag, and other materials to security personnel and sign-in to use the bathroom. All students are expected to act responsibly while using the bathrooms and will face appropriate disciplinary action for any violation of the FTCHS code of conduct.

CAFETERIA PROCEDURES

- Upon entering the cafeteria, students must find a seat at a lunch table.
- Students are permitted to bring packed lunches to school.
- Students who are purchasing lunch must wait at the lunch table until a security guard releases them to the designated lunch line.
- Students must pay for any and all food that they choose PRIOR to leaving the lunch line.
- Students will be notified when the bathrooms are closing, when their tables must be cleaned up, and when they may transition to their next class.

CAFETERIA RULES

- Students must adhere to all school rules and specific posted cafeteria rules at all times while in the cafeteria.
- Students are required to stay in the cafeteria for lunch unless given approval by a staff member to see a teacher.
- Students are reminded to observe the rights of other students. Mutual respect will contribute to an orderly environment for all. Students are expected to clean up after themselves. Please use the proper receptacles to discard items.
- Students are not permitted to leave the school premises for lunch. Violators may be suspended. Seniors may be afforded the right to eat lunch outside on the picnic tables next to the school, or the picnic tables on the parade grounds.
- Food and drink is not permitted outside the cafeteria. Food and drink outside the cafeteria will be confiscated and a detention will be issued.

- Students must not throw objects in the cafeteria under any circumstances or face severe penalties.

EARLY EXIT POLICY

If a student's last period class is cancelled for any reason, they may be permitted to leave school early, but will not be able to leave before 1:40pm for these purposes. All students permitted to leave early due to a class cancellation must check out at the front desk before exiting the building.

ELEVATOR USE

Students who have physical disabilities or injuries must have a doctor's note stating the nature of the injury or disability and needed length of use to obtain an elevator pass from administration. Students who ride the elevator without permission are subject to disciplinary action. Students must obtain an elevator pass from the administration and the pass must be worn around the neck.

EVACUATION DRILLS

Fire Drills are held regularly during the school year. To ensure rapid and safe evacuation of the building, students must follow these rules:

- Upon hearing the alarm students are to stop working and follow the instructions of their teacher;
- Students are to proceed quickly, silently, and in an orderly manner to their assigned exit stairwell; Students are to remain silent for the entire event in order to be able to hear all directions except to report an emergency situation to a staff member.
- Windows are to be closed;
- Lights, power and gas are to be turned off;
- The last one out of the room is to close the classroom door and turn off the lights;
- Students are to leave quietly with their teacher so they may hear emergency instructions;
- Upon exiting the building, students are to gather with their teacher in a group at their assigned meeting place;
- In event of an actual fire, the teacher must be able to take roll to identify any missing students. This process is most serious. Please cooperate and do not wander away from your teacher;
- Upon hearing the "All Clear" signal, students are to return in an orderly manner to the classroom from which they had exited.

Students who pull a fire alarm may be arrested, fined, and may be referred for expulsion when identified.

FOOD AND DRINK IN CLASSROOM

Students are NOT permitted to eat or drink in Franklin Towne Charter High School classrooms. Food and drinks (including water) are not to be brought into the hallways or classrooms at any time. Students who violate this rule will face disciplinary action. On special occasions, certain classes may serve refreshments as part of a special event. This opportunity must be approved in advance by the administration. At no time are students permitted to bring in food items to celebrate birthdays in a classroom. This also includes but is not limited to all prohibited items such as balloons, gifts and flowers, etc.

DANGEROUS PROCEDURES

As determined by Administration, a crisis situation may require a lockdown (staff and students remain in current locations with doors locked), an evacuation, or a combination of both. The staff will be notified by direct language (FRANKLIN TOWNE IS IN A Dangerous Situation). This may be conveyed by Public Address System, Room by Room visitation, or direct communication with a staff member with a walkie-talkie. The message will state Dangerous situation on the floor and building on which person or persons have been spotted. For example, the message over the loudspeaker/walkie-talkie/ room to room visit may say, "Dangerous situation on 2nd floor building 109."

LOCKERS AND SPORT LOCKERS

Lockers are the property of Franklin Towne Charter High School. The administration of Franklin Towne Charter High School reserves the right to enter lockers at any time without the permission of the student assigned to the locker. Students are not to share lockers or locker combinations. Students accessing lockers between classes must be responsible for getting to class on time. A student accessing his or her locker is not an excuse for being late to class Sport lockers are assigned during seasons in which students are participating in FTCHS athletic programs. Students are not permitted to access their sport lockers during the course of the school day. Only school-distributed locks are to be used. All others will be removed and not returned. The fee for replacement locks is \$6.00.

LOST AND FOUND

Students who lose clothing, book bags, and textbooks should report to the main lobby of school and ask the receptionist if the items have been found. Franklin Towne Charter High School is not responsible for any lost, stolen, or confiscated property.

OPEN CAMPUS

Franklin Towne Charter High School is located in the Frankford Arsenal which is a walled and gated campus. There are security stations at both entrances staffed with arsenal personnel. Franklin Towne operates as an open campus. Students are permitted outside during the change of classes and during lunch. By accepting enrollment, you and your child accept the responsibility to remain on campus during school hours.

PROHIBITED MATERIALS

Items determined prohibited by administration will not be permitted anywhere on school premises. Such items include, but are not limited to, cameras, playing cards, laser pens/lights, disruptive, hazardous or offensive toys or novelty items, balloons and other party favors, “chain” wallets, excessive jewelry, drug paraphernalia, glass bottles, and headphones/earbuds. These items will be confiscated and only returned to a parent or guardian and appropriate disciplinary action will be taken.

SCHOOL STORE

The school store will be open to all students prior to school, during lunch, and after school. The school store can be found in the cafeteria, and sells a wide variety of merchandise including school supplies, uniforms, clothing with school logo as well as other school-related products. This is the only location to purchase “Towne” dress down clothing.

SECURITY PROCEDURES

Upon entering the building, students must scan into the building, and pass through a security check point. The law of the State of Pennsylvania with regard to a student who is found to be in possession of a weapon states that the student is to be arrested and expelled from school. Weapons are defined as, but not limited to, any knife, box cutter, cutting tool, numchuck, firearm, starter pistol, explosive device, or any tool or instrument capable of causing serious bodily harm. There is no requirement that the student use or try to use the weapon. Possession for self-protection is not a defense. If a student is in possession of any contraband, illegal drugs, cigarettes, lighters, or glass bottles, the item(s) will be confiscated and not returned. If appropriate, the student may be arrested, suspended, and disciplined.

SEPTA TRANSPASS

The School District of Philadelphia determines if your child will receive free transportation for school. The School District of Philadelphia in concert with SEPTA makes this boundary determination. FTCHS does not have the right to override this decision. If the school district does not issue your child free transportation, we can assist you with this policy, but all questions regarding SEPTA passes should be directed to the School District of Philadelphia. Septa Bus TransPasses are only distributed in the Cafeteria during designated school days. It is the student’s responsibility to retrieve their TransPass on announced days in the cafeteria during their lunch. If they fail to pick up their TransPass during the designated time, they will not be issued another one.

STUDENT SEARCH AND SEIZURE

In order to protect the health, safety, and welfare of the students, faculty and staff, Franklin Towne Charter High School reserves the right to search students. During a search, students and their belongings (including lockers, book bags, purses, etc.) will be examined for weapons, drugs, alcohol, stolen property and other contraband materials. If a student is found in the possession of items that are illegal or are not permitted in the school, the student will be charged with the appropriate school offense and if the item is illegal the Philadelphia Police Department will be notified. If the police are notified and they deem it appropriate the student will be arrested and charges will be pressed. Any student who refuses a search or refuses to cooperate with school staff is subject to expulsion from Franklin Towne Charter High School.

Franklin Towne Charter High School reserves the right to use hand-held and stationary metal detectors for use during student searches. If either of these instruments determine that a student is in possession of a detectable item (including cell phones), the student will be subject to a more extensive search by a same sex school employee to the extent necessary to identify and secure the

detected item. If an item of contraband is found during the search, the student will be suspended for not relinquishing the item upon request. If the student does not relinquish the detected item and does not comply with the search, they will be referred for expulsion.

TELEPHONE USAGE

If a student needs to contact a parent, he/she may ask permission from a teacher, counselor, front desk personnel, or an administrator. Students are not permitted to use any other school phone, and are not permitted to use a school phone without permission.

VISITORS

All visitors must enter through the front entrance of the school. Please report to the receptionist's counter to sign in and obtain a visitor's pass. Please sign out when leaving the facility. Anyone found in the building without a visitor's pass would be considered trespassing.

WAIVER OF STUDENT IMAGE

Franklin Towne takes great pride in our students, their activities, and the promotion of these activities through multi-media resources. By accepting enrollment at Franklin Towne Charter High School you are granting the school permission to use your child's image in any school related video, picture, or publication.

V. EMERGENCY SCHOOL CLOSING

Our KYW School Closing Number is **239**

Closing of school prior to the opening of school:

All school closings will be listed on our school website which is www.franklintowne.org. Listen to or watch any local TV news station for our school closing or other closing information.

Closing of school during the school day:

If a weather development arises after school has started every effort will be made to have the information of an early closing broadcast on all local news stations and on the school's website.

VI. NON-DISCRIMINATION POLICY

Franklin Towne Charter High School, an equal opportunity employer, will not discriminate in employment or education programs or activities based on race, color, religions, age, national origin, ancestry, physical handicap, sex, sexual orientation, union membership or limited English proficiency. This policy of non-discrimination extends to all other legally protected classifications. Publication of this policy in this document is in accordance with state and federal laws including Title IV of the Education Amendments of 1972 and Sections 503 and 5094 of the Rehabilitation Act of 1973.

VII. STUDENT HEALTH

IMMUNIZATION OF STUDENTS

All Franklin Towne Charter High School students must provide documentation of completed immunizations prior to admission to school. This is a requirement of the Pennsylvania Department of Health, the Philadelphia County Board of Health and the FTCHS Board of Directors. The purpose of requiring immunization is to protect students from preventable communicable diseases and their medical and educational complications.

Required Immunizations:

Students for the 2017-2018 school year need:

- Diphtheria Four (4) doses, 1 dose after the age of four (4)
- Tetanus Four (4) doses, 1 dose after the age of four (4)
- Oral Polio Three (3) doses
- Measles Two (2) doses
- Mumps Two (2) doses
- German Measles One (1) dose
- Hepatitis B Three (3) doses

- Chicken Pox Two (2) doses or history of the disease

The school nurse will review a student's medical records for compliance. Those students found to be lacking certain immunizations will be excluded from school until proof of required immunization is submitted to the school. Requirements are subject to change.

NURSE'S OFFICE

Students who become ill or injured during the school day are cared for in the Nurse's Office. When a student needs to be sent home for illness or injury, contact with a parent or emergency contact is made. A parent or responsible person must come to the school to pick up the student. The parent or designated person must have picture ID.

In cases of an acute emergency, a parent is notified and the student is transported to the nearest hospital. A staff member will be assigned to go with the student. The staff member will remain at the hospital until a parent/guardian arrives. Long-term illnesses are to be reported to the school nurse and counselor so that an application for homebound instruction can be completed and/or other arrangements can be made for the student.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS

Parents who wish to have prescription medication given to their son/daughter during school hours should ask the school nurse for a Request for Administration of Medication form. The form, which is available at the front desk, is to be completed and signed by the student's doctor and parent.

Students who are on medication, but are not required to use it during school hours should inform the school nurse of its use. Many medications have side effects and school staff should be informed.

Any over-the-counter or prescription medication brought in to the school by a student must have a private physician's order and must be submitted to the nurse before first period, or it will be confiscated and discarded. Students are subject to disciplinary action for inappropriate possession of medication or pills.

STUDENTS ARE NOT TO SHARE THEIR MEDICATION WITH ANOTHER STUDENT.

Asthma Inhalers/Epipen Policy:

Parents are responsible for notifying the school nurse if their child will need to use an inhaler or Epi-pen during the school year. You will need to obtain a medication administration form from the nurse or office and supply the medication in a labeled pharmacy container with the student's name, name of the drug, and dosage to be given. The prescribing physician must provide the name of the drug, the dose, the time to be given, diagnosis and symptoms for when the medication is to be taken as well as any serious reaction that may occur or necessary emergency response. This form must be signed by both parent and prescribing physician. It is the parent's and prescribing physician's responsibility to know the expiration date of the medication and to ensure it is replaced as needed.

Students are permitted to keep Asthma inhalers and Epi-pens with them at all times due to the need for its immediate use. The prescribing physician or parent is responsible for instructing the student on how to administer the medication after which the student must be able to demonstrate to the nurse that they know when and how to properly self administer the medication. Students are to keep their medication in a safe place at all times and are to never share their medication with another student. If this policy is abused or ignored by the student, their medication will be confiscated with a loss of privilege to carry it and will face disciplinary action. Students are to notify the nurse via school personnel such as a teacher, security guard, etc. whenever they have used their medication. If an Epi-pen is used, 911 will be called upon notification of its use.

STUDENT-BASED DRUG AND ALCOHOL SCREENING

In our school's best effort to support and protect our students, FTCHS has developed a comprehensive random drug/alcohol testing program. Upon enrollment into Franklin Towne ALL students are placed into this program. At any time a parent/guardian can remove their child/ren from this program by obtaining and filling out an opt-out form that is distributed to each new FTC student and can be obtained from the front desk.

We currently use a 10 panel drug screen that tests for evidence of:

- Amphetamines (meth, speed)
- Cocaine
- Opiates (morphine, heroin, vicodin)
- PCP or Benzodiazepines (sleeping pills, downers)
- THC (pot)
- Methadone
- Propoxyphene (common pain killers)

- Alcohol
- Barbiturates (sleeping pills, antidepressants)

This program is designed to be a supportive aide to our students, in our sincerest hopes to give students the chance to say “no” when faced with the pressures of drug and alcohol use. We have partnered with representatives of the Horsham Clinic that will assist with oversight, technical assistances, and parent communication.

VIII. STUDENT LIFE

EVENTS

Franklin Towne Charter High School encourages social functions and views such activities as another dimension of the social growth and development of our youth. While these activities are designed primarily for Franklin Towne Charter High School students, there are events to which guests may be invited. However, the administration reserves the right to refuse admittance to any school-sponsored event. All activities are invited events and FTCHS reserves the right to revoke the invitation for any reason at any time.

Regulations:

Attire: Appropriate dress is required at all Franklin Towne Charter High School functions, as students are expected to be dressed up to a level that reflects the occasion, including guests of the function that are not Franklin Towne students. If a student or guest comes improperly dressed to any event, the student and guests will not be admitted, and the student will not receive a refund for the event. All students and guests must remain in proper attire throughout the entire event.

- Attire should match the level of formality of the event.
 - Non-dance events (such as induction and ring ceremony) require at a minimum semi-formal attire which includes dress/skirt, dress pants, collared shirt and dress shoes. No denim, shorts, cargo pants, low-hanging pants or sneakers.
 - Dances range from casual/dress-down to formal attire. Guidelines will be communicated to students for each event.
- Attire must be of appropriate length, fit and cut corresponding to the level of activity of students at the event in order to provide adequate coverage of a student through the event.
 - Sheer/see-through attire that is excessively revealing and/or suggestive is prohibited.
 - Attire should refrain from sagging or riding up throughout the event.
 - At dances, short dresses and skirts that ride up and pants that fall below the waist are unacceptable. Low-cut dresses and revealing tops exposing excessive skin/cleavage will also not be admitted. Unreasonably tight-fitting garments are prohibited. Dress pants are expected (denim, shorts and cargo pants will not be admitted). Formal dance events also require coats, blazers, sport coats or tuxedos.
- Shoes - appropriate style of semi-formal level: dress shoes; may not be sneakers or flip-flops.
- For boys, semi-formal attire is required which includes dress pants, collared shirt and dress shoes. No denim, shorts, cargo pants, low-hanging pants or sneakers.

Franklin Towne reserves the right to refuse admittance to any student or guest that violates dress code.

Admission: Students must present admission tickets to gain entry into the dance or activity.

- Students attending a dance or activity are to report directly to the event upon arrival. Students are NOT permitted to loiter outside, to wait in cars, or to congregate at the properties around the school or event location.
- All guests must pre-purchase tickets and show their school ID for admission.
- Anyone who is attending a social activity sponsored by Franklin Towne Charter High School is subject to the rules and regulations as stipulated by the school, regardless of age.
- The school reserves the right to regulate and control activities. School reserves the right to revoke the invitation for any students/guests for any reason at any time.
- Disregard for these regulations will result in removal from the event at that time.

Guests:

- ANYONE WHO HAS BEEN EXPELLED OR HAS WITHDRAWN FROM FTCHS FOR DISCIPLINARY REASONS IN THE PAST 5 YEARS WILL NOT BE PERMITTED TO ATTEND A FTCHS SPONSORED EVENT.
- All guests must be in 9th grade or higher and no person over age 20 will be permitted in dances unless prior approval has been given by administration.

- All guest(s) must be accompanied by a Franklin Towne student. The number of guest(s) per student for each event will be announced prior to the event.
- Any Franklin Towne student who brings a guest is responsible for them. Please note that you can face disciplinary action due to the actions of your guest.

Identification:

- All students must have proper ID for security reasons. Franklin Towne reserves the right to check ID at any school function and deny access to anyone without ID. ALL Franklin Towne students and guests are required to display proper school-issued or state-issued identification at the entrance of the dance.
- ID cards must be in proper condition. Student name, student picture and school name must be clear and recognizable. No torn or tattered ID cards will be accepted. They must represent the current school year.

Student Responsibilities:

- Students on the Loss of Privilege List on the day of the dance are NOT permitted to attend regardless of when they were put on the list.
- In order to attend an event, students MUST be present in school on the day of the event, and cannot be dismissed early from school that day, unless it is pre-approved by administration. No refunds will be given.
- Anyone attending an event or activity must arrive within 60 minutes of the start of that event. If a student will be arriving late for some reason, a parental note must be given to administration prior to the event. Loitering in school, venue, or arsenal parking lots will not be permitted.
- Students attending dances will not be permitted re-enter the dance once they leave. There will be no “in and out” privileges. All students should be sure that they have all items such as, camera, picture money, etc, prior to entrance since no student will be permitted to leave the dance once they have entered unless they are leaving for the entire evening.
- Students will not be permitted in the dance with bottles (glass or plastic).
- Large backpacks will not be permitted into the dance.
- All bags and personal items brought to the dance are subject to be searched by a school representative
- All regulations of Franklin Towne Charter High School are in effect during every dance held throughout the year.
- Any student who is found under the influence of an illegal substance will immediately be turned over to the police as well as face disciplinary action at Franklin Towne. Students are not permitted to smoke at any school function. The possession of tobacco and the smoking of or use of tobacco is prohibited by all students in the buildings and on school grounds.

PLEASE BE ADVISED...IF FOR ANY REASON A GUEST OR FTCHS STUDENT IS NOT PERMITTED INTO THE DANCE, NO REFUNDS WILL BE ISSUED.

For Formals/Proms:

In addition to the above regulations, the following rules must be followed for our formals/proms:

- Students MUST be present in school for the ENTIRE day. No early dismissals. No Exceptions.
- The Junior and Senior Proms are formal dress occasions. All students and their guests must be in formal attire. Failure of the student or their guest to dress properly will result in them not being admitted to the prom.
- Date Information cards must be filled out when purchasing a formal/prom ticket. FTCHS reserves the right to ask for photo ID of any guest prior to the formal/prom. Failure to produce the ID will result in the withholding of the ticket. Franklin Towne reserves the right to refuse admission to any guest. Acceptable forms of ID for these purposes could be a school ID, state issued drivers license, a state issued ID, a passport or military ID. No other forms of ID will be accepted.
- If a student’s date changes, a new date card MUST be filled out with the new information prior to the event.

For Social Activities Requiring a RSVP:

- If the school has an event that requires parents to respond with a notification of acceptance, and a parent/family fails to respond by the required date, there will be no extensions. Most of these events are catered and/or have limited seating, and we cannot extend deadlines.
- No refunds will be issued for any ticket once the catering bill has been paid even if you are placed on the Loss of Privilege list after buying a ticket.

EXTRA CURRICULAR ACTIVITIES

Students of Franklin Towne Charter High School are encouraged to participate in activities beyond the classroom. These activities provide the opportunity for a student to expand his/her skills in another area of interest. Colleges and employers evaluate not only grades, but also a person’s ability to extend himself/herself into other areas of interest. Franklin Towne Charter High School provides students with a variety of athletic and co-curricular activities.

Athletic Programs:

Franklin Towne Charter High School offers sports for both male and female students. Franklin Towne Charter is a member of the

Philadelphia Public League as well as the Pennsylvania Interscholastic Athletic Association (PIAA) District XII. Therefore, Franklin Towne Charter competes for city and state championships. Team sports sponsored by the school are:

Fall Sports	Winter Sports	Spring Sports
Boys soccer	Boys' Basketball	Track and Field
Girls soccer	Girls' Basketball	Girls' Lacrosse
Cross Country	Wrestling	Girls' Softball
Girls' Volleyball	Cheerleading	Boys' Baseball
Field Hockey		

Any student who participates in interscholastic athletics at a PIAA member school must adhere to all PIAA rules. Failure to comply with PIAA rules will result in loss of eligibility to represent their school in interscholastic athletics. Please refer to the PIAA website for eligibility rules at www.piaa.org. Additional eligibility requirements are set by the Philadelphia Public League and Franklin Towne Charter High School. All participants on these teams will need to submit proof of a physical examination and parental consent to their coaches in order to try out for any of the above teams.

Students interested in qualifying for NCAA status must see their counselor for registration guidelines.

Students absent from school on the day of a game will not be permitted to participate. Students who miss class time are responsible to make up missed work.

All students must meet the school's requirements of respectable attendance, grades and discipline in order to participate in the above sports.

The Franklin Towne administrative team reserves the right to deny participation to any person not meeting the school's requirements.

The Franklin Towne coaching staff has the right to address the discipline, attendance and academics of their student athletes.

Clubs and Activities:

- Debate
- National Honor Society
- Culinary
- Photography Club
- Student Government
- Towne Mentoring
- Best Buddies
- Historical Society
- Towne Leadership

All students must meet the school's requirements of respectable attendance and clean discipline record in order to participate in the above clubs.

Students absent from school on the day of an extra-curricular activity will not be permitted to participate. Students who miss class time for any activity are responsible to make up missed work.

The Franklin Towne administrative team reserves the right to deny admission or participation to any person at any FTCHS club or event.

STUDENT GOVERNMENT

The purpose of Student Government is to provide a forum for students to officially express their views to the administration and to work with the Student Government Advisor to plan events that benefit the school community including, but not limited to, events designed to enhance school spirit. The responsibilities of the Student Government to the student body are as follows:

- A. To represent student requests and needs to the school administration
- B. To uphold student interests
- C. To plan campus-wide social activities

The student body speaks officially through Student Government. The organization comprises representatives elected by the

individual student classes.

TOWNE MENTORING

The Towne Mentor Program is a student led organization where current Juniors and Seniors are partnered with incoming freshmen to help guide their transition into Franklin Towne. The Mentor is responsible for contacting their freshman, answering all of their questions, and making them feel comfortable. The process to become a Mentor starts in January when current Junior Mentors apply to become a Council Member. Council Members are in charge of a group of mentors and are the leaders of the program. After the Council Members are selected, current Sophomores and Juniors are allowed to apply to become Mentors. Council Members then have the ability to go around and interview current Sophomores and Juniors who have submitted an application to ask them questions about the program. This is to help the Council Members become more acquainted with the applicants, but does not ensure that a student will be selected to become a Mentor. This entire application process runs for about 3 weeks. By the beginning of March, the Council Members will each draft applicants for their teams.

IX. TITLE I

FTCHS receives federal funding through Title I, Part A – Improving Basic Programs. This federal program provides financial assistance to schools with high percentages of economically disadvantaged students to ensure that children meet challenging state academic standards.

Since more than 40 percent of the FTCHS student body are classified as economically disadvantaged (as determined by participation in the National School Lunch Program), FTCHS uses Title I funding to operate a school wide program to upgrade the instructional program for the whole school. Our school wide Title I program is based on effective means of improving student achievement and includes strategies to support parental involvement.

More than 50,000 public schools across the country use Title I funds to provide additional academic support and learning opportunities to help low-achieving children master challenging curricula and meet state standards in core academic subjects. For example, funds support extra instruction in reading and mathematics, as well as special preschool, after-school, and summer programs to extend and reinforce the regular school curriculum.

In 2017-18, FTCHS will use our Title I funds to:

- Provide high-quality professional development and training to our teachers to ensure that our staff members have the skills necessary to raise student achievement and implement our curriculum.
- Support the salaries and benefits of Highly Qualified Teachers teaching in FTCHS' schoolwide project.
- Retain the positions that have allowed us to reduce class sizes and provide more course offerings in math, English, and science.
- Provide opportunities for increased parent involvement, including providing electronic access to student grades, attendance, homework, etc. through programs such as . Infinite Campus.
- Coordinate the strategic integration of technology into all aspects of the school program.
- Hire/retain specialized staff to reduce student behavioral and social barriers to learning (i.e. Dean of Students and School Psychologist), coordinate student access to technology (i.e. Technology Coordinator), and conduct curriculum development activities and staff development (i.e. Assistant Principal).
- Continue implementation of Tenex, our integrated school management software system.
- Offset the costs of independent audit, specifically with regard to federal programs and the expenses associated with managing our federal programs.

Annual Title I Meeting:

FTCHS invites parents to attend our annual Title I information meeting, which will be held at our Back to School Night. At this meeting we will describe our participation in Title I, Part A programs, explain the requirement of Title I, and explain parents' right to be involved (including developing our Title I Parent Involvement Policy and Parent Compact).

Parent Rights Under Title I:

Under Title I, Part A, FTCHS parents have the right to:

- **Be involved in our Title I, Part A programs** – FTCHS, with the help of its parents, will develop and implement a Title I Parent Involvement Policy and a School-Parent Compact.
- **Request regular meetings** – Requests for meetings to discuss Title I programs should be put in writing and submitted to the Federal Programs Coordinator in the Main Office.
- **Know teacher and paraprofessional qualifications** – Parents may request, and FTCHS then will provide, certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to their children. Requests should be put in writing and submitted to the Principal in the Main Office.
- **Know non-highly qualified teachers** – FTCHS will provide to each individual parent timely notice that the parent's child has been assigned, or taught for 4 or more consecutive weeks by a teacher who is not highly qualified as defined by No Child Left

Behind guidelines.

Title I Parental Involvement Policy

PART I. GENERAL EXPECTATIONS

Franklin Towne Charter High School agrees to implement the following statutory requirements:

- The school will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the High and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school will ensure that these parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
 - In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- The school will involve the parents of children served in Title I, Part A in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent.
- The school will be governed by the following statutory definition of parental involvement and will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) That parents play an integral role in assisting their child's learning;
- (B) That parents are encouraged to be actively involved in their child's education at school;
- (C) That parents are full partners in their child's education and are included as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) The carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW SCHOOL WILL IMPLEMENT REQUIRED PARENTA INVOLVEMENT POLICY COMPONENTS

1. Franklin Towne Charter High School will take the following actions to involve parents in the joint development of its school wide parental involvement plan under section 1112 of the ESEA:

- Solicit feedback from parents during meeting of the Home and School Association and/or via an email to Parent Association members.
- Post draft of policy (including revisions from parent meetings) in the Main Office with procedures for submitting feedback and/or revisions. Draft policy will be posted for at least one week before it is brought in front of the Board of Trustees for approval.

2. Franklin Towne Charter High School will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- Solicit feedback from parents during regular meetings of the Home and School Association and/or at parent events.
- Provide parent training on an ongoing basis on topics related to school improvement.
- Inform parents of their right to be involved in our Title I, Part A programs and request regular meetings via a posting in the Student-Parent Handbook and/or website.
- Provide parents with the contact number for the school's Federal Programs Coordinator via a posting in the Student-Parent Handbook and/or website.

3. Franklin Towne Charter High School will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: [Head Start, PreK Counts, Safe and Drug Free Schools, IDEA, etc.], by:

- Including the Federal Programs Coordinator on the advisory boards of the programs above.
- Including parents on the advisory boards of the programs above.
- Coordinating parent involvement activities with the Home & School Association.

4. The CEO will conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part 3 A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically

disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies. The evaluation will likely include an annual survey and/or roundtable discussion (i.e. focus group) to be held at a meeting of the Home and School Association.

5. Franklin Towne Charter High School will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

A. The school will provide assistance to parents of children served by the school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph:

- The State's academic content standards,
- FTCHS' curriculum and programs,
- The State's student academic achievement standards,
- The State and local academic assessments including alternate assessments,
- The requirements of Part A,
- How to monitor their child's progress, and
- How to work with educators.

Activities will include school newsletters and other communiqué, parent education nights, Back to School Night, parent/teacher conferences, workshops, etc.

B. The school will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement. Examples of materials to be provided also include test preparation activities, summer enrichment activities, homework help, etc.

C. The school, with the assistance of its parents, will educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by providing ongoing professional development.

D. The school will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of 4 participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand. The annual home language survey will help to facilitate this.

PART III. DISCRETIONARY PARENTAL INVOLVEMENT POLICY COMPONENTS

In addition to the parent involvement activities listed above, Franklin Towne Charter High School will promote parent involvement by:

- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- Training parents to enhance the involvement of other parents;
- In order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home meetings between teachers or other educators, who work directly with participating children, with parents who are unable to attend those meetings at school;
- Adopting and implementing model approaches to improving parental involvement;
- Using the Home and School Association to provide advice on matters related to parental involvement in Title I, Part A programs;
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
- Providing other reasonable support for parental involvement activities under section 1118 as parents may request.

As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level an subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate though which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child received help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualification(s).

The Every Students Succeeds Act (ESEA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include:
 - Subject matter tested,
 - Purpose of the test,
 - Sources of the requirement (if applicable),
 - Amount of time it takes students to complete the test, and
 - Time and format for disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact Patrick Field at 215-289-5000.

Title I Complaint Procedures

A parent who feels that the school is not meeting its Title I or other responsibilities as outlined in this policy, should first discuss the problem with the school CEO, Principal, or Federal Programs Coordinator. Examples of violations would be such things as:

- An annual meeting was not convened by the principal to explain Title I offerings to parents.
- Parents were refused information on the professional qualifications of their child's classroom teacher.

If the concern was not resolved at the school level, a parent should begin a formal Pennsylvania Department of Education (PDE) complaint procedure as outlined below. A complaint is defined by the FTCHS as a written, signed statement. It must include the following:

- a. A statement that PDE or FTCHS has violated a requirement of federal statute or regulations which apply to programs under the No Child Left Behind Act.
- b. The facts on which the statement is based.
- c. Information on any discussions, meetings or correspondence with PDE or FTCHS regarding the complaint.

PDE Complaint Resolution Procedures

Filing a Complaint – Complaints should be addressed as follows:

Renee Palakovic
 Chief
 Division of Federal Programs
 Pennsylvania Department of Education
 333 Market Street, 7th Floor
 Harrisburg, PA 17126-0333

- 1) ***Referral***—Complaints against FTCHS or appeals from FTCHS decisions regarding complaints will be referred to the Regional Coordinator for FTCHS.
- 2) ***Notice to FTCHS***—The Regional Coordinator will notify FTCHS' CEO that a complaint or appeal has been received, will provide a copy, and will direct FTCHS to respond.
- 3) ***Investigation***—After receiving FTCHS' response, the Regional Coordinator will determine whether further investigation is necessary. If necessary, the Regional Coordinator may carry out an independent investigation on-site at FTCHS.
- 4) ***Opportunity to Present Evidence***—The Regional Coordinator may, in his or her discretion, provide for the complainant, the

complainant's representative, or both, and FTCHS to present evidence. Such presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.

- 5) **Report and Recommended Resolution**—Once the Regional Coordinator has finished any investigation and taking of evidence, he or she will prepare a final report with a recommendation for resolving the complaint or appeal. The final report will give the name of the party bringing the complaint or appeal, the nature of the complaint or appeal, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The regional Coordinator will issue the report to all parties to the complaint or appeal. The recommended resolution will become effective upon issuance of the final report.
- 6) **Follow-up**—The Regional Coordinator will insure that the resolution of the complaint or appeal is implemented.
- 7) **Time Limit**—The period between PDE's receipt of a complaint or appeal and its resolution shall not exceed sixty (60) calendar days.
- 8) **Extension of Time Limit**—The Chief of the Division of Federal Programs may extend the 60 day time limit if exceptional circumstances exist with respect to a particular complaint or appeal.
- 9) **Right to Appeal**—Either party may appeal the final resolution to the United States Secretary of Education.

Procedures for Resolving Complaints Against PDE

- 1) **Filing a Complaint** -- Complaints should be addressed as follows:

Renee Palakovic
Chief
Division of Federal Programs
Pennsylvania Department of Education
333 Market Street, 7th Floor
Harrisburg, PA 17126-0333

- 2) **Referral**—Complaints against PDE will be referred to the Chief of the Division of Federal Programs.
- 3) **Acknowledgment**—The Division Chief will acknowledge receipt of the complaint in writing.
- 4) **Investigation**—The Division Chief will investigate the complaint.
- 5) **Opportunity to Present Evidence**—The Division Chief may, in his or her discretion, provide for the complainant and/or the complainant's representative to present evidence. Such a presentation may include the opportunity for each side to question parties to the dispute and any of their witnesses.
- 6) **Report and Recommended Resolution**—Once the Division Chief has finished any investigation and taking of evidence, he or she will prepare a final report with a recommendation for resolving the complaint. The final report will give the name of the party bringing the complaint, the nature of the complaint, a summary of the investigation, the recommended resolution, and the reasons for the recommendation. The Division Chief will issue the report to the complainant and the complainant's representative, if any.
- 7) **Appeal to Secretary of Education**—In appropriate cases, the complainant may appeal from the recommended resolution to the Secretary of Education of the Commonwealth. In all other cases, the recommended resolution will become effective upon issuance of the final report.
- 8) **Follow-up**—The Division Chief will insure that the resolution of the complaint is implemented.
- 9) **Time Limit**—The period between PDE's receipt of a complaint and its resolution shall not exceed sixty (60) calendar days.
- 10) **Extension of Time Limit**--The Division Chief may extend the 60 day time limit if exceptional circumstances exist with respect to a particular complaint.
- 11) **Right to Appeal**—Either party may appeal the final resolution to the United States Secretary of Education.

Contact us: FTCHS' Federal Programs Coordinator is Mrs. Abigale Simons. She can be reached at asimons@omninvestllc.com