

FRANKLIN TOWNE CHARTER HIGH SCHOOL

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CHIEF EXECUTIVE OFFICER

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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 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. The student handbook is a general reference guide. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

STUDENT HANDBOOK AND CODE OF CONDUCT

School Year 2023-2024

I. ACADEMICS

Franklin Towne Charter High School takes great pride in the educational program developed over the past 20 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:

GRADUATION REQUIREMENTS

English	4 credits with an earned grade of 70 or better
Math	3 credits with an earned grade of 70 or better including 1 credit of Algebra 1
Science	3 credits with an earned grade of 70 or better including 1 credit of Biology.
Social Studies	3 credits with an earned grade of 70 or better including 1 credit of Civics.
Electives	17 credits with an earned grade of 70 or better
Total	30 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 at any non, pre-approved program or 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.

FTCHS WEIGHTED GPA SCALE

AP Classes		Honors Classes		All Other Classes	
Grade	GPA Points	Grade	GPA Points	Grade	GPA Points
95+	5.00	95+	4.50	95+	4.00
90-94	4.67	90-94	4.17	90-94	3.67
87-89	4.33	87-89	3.83	87-89	3.33
83-86	4.00	83-86	3.50	83-86	3.00
80-82	3.67	80-82	3.17	80-82	2.67
75-79	3.33	75-79	2.83	75-79	2.33
70-74	3.00	70-74	2.50	70-74	2.00

Valedictorian Policy: The valedictorian is based on cumulative GPA & class ranking calculated at the end of 1st semester (January) senior year.

Advisory/Study Hall: All students will have an 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 or at scheduled events. During Advisory, 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.

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. If a student assigned to senior study hall is late to school, they are allotted five (5) minutes to report to their assigned room. Failure to report to study hall will be considered cutting a class.

Online Grading: Franklin Towne Charter High School utilizes PowerSchool 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 required to monitor the school website regularly for important updates and information. Through PowerSchool students and parents must monitor test scores, homework assignments, student attendance and behavior notifications.

MS Teams: All teachers keep accurate and updated virtual learning spaces on MS Teams. Students and parents are required to monitor MS Teams for class announcements, assignments, course materials, and important events.

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 collaborating, and plagiarizing.

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 the student's 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. Taking an exam for someone else or having someone take an exam for you.
5. Changing an answer after an assessment was graded and reporting it as a scoring error.
6. Giving a false excuse for missing an exam or deadline

Copying/unethical collaboration: copying is defined as the outcome of two or more students working together to produce identical work of which the teacher directed to be completed independently.

Examples of copying include, but are not limited to:

1. Working with another student for any assignment which the teacher has asked for individual work.
2. Allowing another student to copy your work.
3. Turning in or copying a student's work from a previous semester or year.
4. Copying math solutions from an online source.

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 correctly 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 a lab report without doing the experiment and falsifying lab data

Penalties for Academic Dishonesty are:

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

ACADEMIC POLICY FOR FTCHS ATHLETES

Franklin Towne offers participation on varsity school sponsored sports teams throughout the school year. All interested individuals must satisfy their responsibilities as an FTCHS student related to academics, attendance, and behavior. Students are invited to tryout, attend practices, and participate in competitions who earn the right by satisfying all student responsibilities related to academics, attendance, and behavior. Students who fail to meet their responsibilities will not be invited to participate in any school sponsored sports team. Students who lose eligibility will be notified by the Athletic Director.

BLOCK SCHEDULING

To best prepare FTCHS students for the demands of college studies, FTCHS will operate in a Block Format during the 2023-2024 school year. Block scheduling is a type of academic scheduling model in which each student has fewer classes per day for a longer duration. 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.

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.

Each Fall/Spring upon receiving their rosters, students seeking to change their rosters must first complete a roster change form available through the school's website. 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.

FUTURE PLANNING

Meant to address personal, academic, and future preparation, the Franklin Towne Future Planning Curriculum is a multi-year program that includes activities students complete in each grade level towards exploring their post-high school plans, career, and college aspirations. Counselors utilize the College, Career and Life Readiness Framework through the Naviance platform. This framework focuses on social/emotional learning, interpersonal skills, academic skills, career knowledge, college/education knowledge and transition skills. 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 explore opportunities, then create and implement a well thought out plan.

HOMEWORK & 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. This can include detention up to a two-hour long session, in school detention, in school suspension, mandatory meeting with the dean of students, required attendance to afterschool tutoring sessions, advisory group assignments, Saturday Suspension, and ineligibility for events.

Homework Policy and Homework Detention Rules

- Any student who needs support for an assignment to be completed at home must email the teacher at the time the work is assigned for assistance.
- Any student who fails to turn in a completed homework assignment on time will be issued both an appointment and a homework detention by the teacher, which must be served the day it is issued.
 - Students will receive a copy of the appointment slip and homework detention.

- Homework Detention is held every day after school, students are required to attend immediately following the teacher appointment or ten (10) minutes after the bell for dismissal.
 - After the teacher appointment is over, the student must arrive for the detention with their planner signed, it will last thirty (30) minutes from the time of their arrival. 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 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.
 - Ninth grade students can hand in their homework and may receive up to 70% credit on the assignment. The faculty has discretion to allow for credit on the assignments for upper-level courses.
 - If a student fails to hand in 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 may serve up to one hour or all sixty minutes of both detentions in the same day. FTCHS has staffing for detention every day after school up to 4:30 pm. Students have time to attend appointments and then serve a late detention until 4:30 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 two-hour Friday detention as well.
- For a homework detention to be fulfilled, students must follow all detention rules and complete all requirements.
 - 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 in school detention.
- If a student cuts homework detention, the student will serve that detention the next day, along with an additional two (2) hour detention.
- 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 2 homework detentions in the same day, they may be assigned a two-hour Friday 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 three-hour Saturday detention.
- If a student receives 9 homework detentions in a quarter, they will be ineligible for events.

SCHOOL COUNSELORS

Franklin Towne counselors support student success; academic, social, and personal.

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
- Developing the mindsets and skill sets necessary for success
- Assistance in making academic and career plans
- Career counseling, including self-assessment, research and exploration
- College and post-secondary education counseling, including the college application process, financial aid, scholarships, alternatives to college, etc.
- Assist students interested in earning college credits through dual enrollment, advanced placement, and college equivalency assessments.

Counselors are available to both students and parents either by appointment, via email or phone. Information and resources are posted on the FTC Counselors pages of the website.

SPECIAL EDUCATION

FTCHS provides a free and appropriate education in the least restrictive environment available for all exceptional children and offers a full continuum of special education programs and related services. Exceptional students receive programming with their nondisabled peers to the fullest extent possible to allow students to reach their optimum level of social and educational achievement. Each exceptional student shall have a program based on his or her individual needs, developed in accordance with state special education standards and Federal laws. FTCS promotes positive relationships among administrators, supportive staff, regular classroom teachers, and special education personnel through cooperative involvement for the benefit of exceptional students. FTCS personnel are sensitive to the needs of exceptional students and will

ensure due process provisions for exceptional students and their parents in the identification, evaluation, placement, and review of present assignment. FTCS provides in-service trainings for special education teachers to implement IEPs and for regular education teachers to develop a greater understanding of exceptional students, improve cooperation between special and regular education teachers, and facilitate placement of exceptional students in regular classes. FTCS provides opportunities for exceptional children to acquire basic social, vocational, and academic skills necessary to function in society. Newly enrolled students currently receiving special education services shall meet with the Special Education Coordinator or case managers to review their records, ensure necessary supports are in place, and ensure appropriate academic placement. For further information on policies and procedures, please contact the Special Education Coordinator.

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 – 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 and guardians may review the Keystone Exams if they believe they may be in conflict with their religious beliefs by making arrangements with the School Test Coordinator once the exams arrive at the school. Confidentiality agreements must be signed, and no copies of the Keystone Exams or notes about exam questions will be permitted to leave the school. If, after reviewing the Keystone Exams, parents or guardians do not want their child to participate in one or all the exams due to a conflict with their religious beliefs, they may write a letter indicating they have a religious objection to the school district superintendent or charter school CAO to request their child be excused from the exam(s).

TEXTBOOK POLICY

Textbooks and other published materials will be issued to students that contain specific school identification numbers or through an online access program. 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 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 request an official transcript (a listing of all courses taken with corresponding grades). Current students request transcripts through the Naviance system. All official transcripts are transmitted directly to the receiving institution electronically. Students requesting transcripts should enter those requests at least 3 weeks prior to the required deadline to allow for processing time, on our end as well as the receiving institution. Students who have graduated from FTCHS will be charged a 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. 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. **Under Pennsylvania law, all students between the ages of six (6) and eighteen (18) must attend school every day.**

All students must swipe into the building prior to 7:55 am and must be seated in their first assigned class prior to the bell at 8:00 am. Attendance is taken daily. If your child does not attend school, it is your responsibility to communicate that to the school. In the event they are absent, please be sure to check the online grading system and teachers' MS Teams page or email their teachers for missed homework and assignments. 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 am. Students are not permitted in the building prior to 7:00 am 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 am. Students will be permitted to proceed to their lockers/classrooms at 7:50 am.

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 determine 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: For your student's absence to be excused, the school must receive a note from the parent or guardian within 72 hours of your student's return to school. Absent notes must be submitted electronically and will not be accepted later than 72 hours after the return date. To submit an excuse note, the parent/guardian should select the Towne Parents icon at the top of <https://hs.franklintowne.org/>, then the Attendance icon on the left-hand navigation bar. You will be given a submenu from which to choose "Absence Note" where you can submit electronically. If you need to submit a doctor's note for your student, please email a picture or scanned image of the doctor's note to attendanceclerk@ftchs.org. The school reserves the right to request a hard copy of any medical documentation submitted.

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 to be excused.)
4. Documented Court Appearance

For any doctor's note to be recorded as excused, the note must be emailed to attendanceclerk@ftchs.org and include the following:

- | | |
|---|--|
| 1. Student's full name | 4. Reason for visit |
| 2. Doctor's name with Doctor's Signature (office stamp is not acceptable) | 5. Reason student cannot attend school |
| 3. Date seen | 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.

Unlawful Absences: 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 student's return to school from the absence. The school reserves the right to determine whether the student will receive credit for the day based on the nature of the absence.

Accumulated Absences: After a student's eighth (8) absence per school year, whether excused or otherwise, a doctor's excuse will be required for any additional absences. Absences not covered by the appropriate documentation will be deemed unlawful.

Truancy

In the Commonwealth 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 the child accumulates six (6) unexcused absences during 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 outcomes that will follow if the child becomes habitually truant in the future.

2. A parent / legal guardian may be required to meet with a designated school official for any student who accumulates six (6) unlawful absences, and / or eight (8) total absences at any time during the school year. The FTCHS attendance committee will meet related to the individual circumstances of a student and absenteeism. The committee will create an improvement plan based on the student's reason for accumulating absences; identify issues existing during the school day or in the student's home life, address reasons for not attending school based on academic, behavioral, emotional, and social challenges.
3. The FTCHS attendance committee will implement an individual attendance improvement plan for each student. Once the plan is implemented the attendance clerk will create benchmarks / goals to track bi-weekly.
4. The FTCHS attendance committee will meet related to students with excessive absences, the team will develop an action plan for the purpose of focusing on students academically, obstacles to attendance, family issues, appropriate agencies for necessary services, and legal consequences if the child does not attend school each day.
5. 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.
6. Upon return to school the parents must provide medical documentation and sign a release of information. This document will allow the attendance committee to communicate with the doctor and best provide services to the individual student.
7. 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.

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. The 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. For the early dismissal 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 themselves 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 may be issued a Saturday Suspension.
5. Students who leave early for any reason are not permitted to participate in any after school activity without prior approval from the 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.

Homebound Instruction

Students that will be out of school for an extended period 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 and provide a release of medical records. This document will allow the attendance committee to communicate with the doctor and best provide services to the individual student. 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 at school at 7:55 am or after will be marked late. Students that are not in their seat for their first class prior to the time the bell rings at 8:00 am will receive a detention from their teacher. All students not in the building prior to 7:55 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 adequate documentation to the front office 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 not limited to, trips, dances, proms and athletic sporting practices / competitions / events.

Pre-Approved Trips / Vacations

Families wishing to travel during the school year where students will miss school days must submit a request form for approval located on the travel dates. The Attendance Clerk must receive the request at least (2) two weeks in advance of any planned absence/trip. To submit a request form, the parent/guardian should select the Towne Parents icon at the top of <https://hs.franklintowne.org/>, then the Attendance icon on the left-hand navigation bar. You will be given a submenu from which to choose Pre-Approved Absence Request that you can submit electronically.

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 considered habitually truant. 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

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. All students are responsible for treating the members of the community with respect. Students are directed, for any social media application they interact with or participate on, to follow the terms of service and regulations. If a student experiences an inappropriate situation, they are responsible for reporting it to the social media application. FTCHS does not have the resources to investigate social media accounts. If a student chooses to become a user of a social media application, they are responsible to use the application appropriately. The social media application, based on the terms of service and user agreement, is the governing body for any inappropriate acts that take place.

BULLYING AND HARRASSMENT

Franklin Towne recognizes the negative impact that bullying, and harassment has on student health, welfare, and safety and on the learning environment at school. Franklin Towne also recognizes that bullying and harassment creates an atmosphere of fear and intimidation and detracts from the safe environment necessary for student learning.

Franklin Towne defines bullying and harassment as an intentional electronic, written, verbal, nonverbal, psychological, or physical act or series of acts directed at another student or students, staff, or faculty member, which occurs in and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Substantially interfering with a student's education
2. Creating a threatening school environment
3. Substantially disrupting the orderly operation of the school

Bullying and harassment is further characterized by the following three (3) criteria:

1. Intentional behavior with the goal of inflicting harm, intimidation, and/or humiliation
2. It is repetitive.
3. It occurs between people where there is an imbalance of power (i.e., physical strength, mental capacity, popularity, or social skills)

Bullying and harassment are prohibited and will not be tolerated. All parents/guardians, administrators, teachers, staff, volunteers, contractors, 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. Anyone who engages in violation of this policy will be subject to appropriate discipline in accordance with applicable law.

Bullying Intervention/Prevention Program

1. All students who believe they have been victims of bullying or harassment in any such circumstance shall immediately report to an administrator, guidance counselor, 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 shall take the information received, and conducts a full investigation which consists of individually interviewing all witnesses, relevant parties, and viewing social media sites if applicable, etc.
6. Based on the information obtained in the investigation, the Dean of Students will determine if the event in question is an incident of bullying, harassment, or conflict between students.

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 be subject to discipline up to and including a three (3) day suspension and/or referral to law enforcement. Students will also 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 will be subject to further discipline, up to and including, referral for expulsion and/or referral to law enforcement.

If, in the course of a bullying investigation, potential issues of sexual harassment are identified, the Title IX Coordinator shall be promptly notified to be handled in accordance with applicable legal obligations.

CELL PHONES AND OTHER ELECTRONIC DEVICES

FTCHS understands that cell phones / wearable electronic Wi-Fi enabled devices are an important part of a person's everyday life. However, cell phones and wearable 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 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, an 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 & wearable devices 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 or wearable device during the school day, the following will result:

- *First Offense:* Student will receive sixty-minute detention, cell phone device will be confiscated and released to student at the end of the day, only to once parent/guardian is contacted and acknowledges the possible consequences of future offenses.
- *Second Offense:* Student will receive a two-hour Friday detention, cell phone device will be confiscated and released only to parent/guardian, and student will lose all eligibility for extracurricular activities and events until notified by a school administrator.
- *Third Offense:* Student will be subject to further discipline, up to and including, referral 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 phone device always turned off and in their lockers during the school day. Thank you for your support.**

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

- Students must keep all cell phones and wearable devices in their lockers, turned off, from 7:50 am until they are dismissed from school.
- Detention, in-school detention, suspension, and after-school tutoring are all considered classroom activities. Therefore, cell phones & wearable devices must always remain in their lockers 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 at school, they must relinquish their cell phone device to a staff member. The device will then be transferred to the front desk for retrieval at the end of the day.
- FTCHS is not responsible for damaged, lost or stolen property that a student voluntarily brings to school including cell phones / wearable electronic Wi-Fi 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 Kindles, Nooks, iPads, etc. to school.
- Students are not permitted to bring cameras to school.
- Franklin Towne shall permit a student with an IEP to bring cell phones and/or other electronic devices to school if use of the device is provided as an accommodation in the student's IEP. Use of these devices will be strictly limited to the usage outlined in the IEP for the individual student.

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, the student may be referred for expulsion.

CHROMEBOOK USE IN SCHOOL

Instructional Property and Acceptable Use Policy

FTCHS provides a computer for each student to access tools needed to engage in online education. This includes the FTCHS internet-based educational portal, online libraries, curriculum, and other educational tools and materials. Upon enrollment, students are provided with a FTCHS Chromebook.

FTCHS requires students to attend school each day with their Chromebook fully charged and in the student's possession for the entire school day. Refer to the Code of Conduct for the school's policy regarding unprepared for class if the Chromebook is not properly charged and accessible for the student during the school day. FTCHS requires students to have in their possession headphones with a cord for use during the school day. These may be purchased in the school store and used for academics during instructional time.

FTCHS will provide ongoing technology support as needed to students who are using school equipment. The IT (Information Technology) department operates a school Help Desk with a convenient [online ticketing system](#). The Help Desk can also be accessed by calling 215-289-5000.

FTCHS computers are preloaded with the software and settings needed for coursework. The IT Department "manages" all student computers. This management includes setting permissions on the computer, sending updates via the Internet, and installing programs. Students do not have permission to install additional software.

The FTCHS IT Department does not support home Internet networks, including wireless connections. This is because home Internet service and related equipment is provided by a service provider that is not FTCHS. The service provider is responsible for supporting families with the Internet service and related equipment (e.g., routers, switches, access points and extenders). Also, any intervention by FTCHS on a home Internet service and hardware may violate the terms of service for the home Internet service and related equipment.

FTCHS reserves the right to request the return of computer equipment in the event of damage, improper use, or the withdrawal of a student from FTCHS. Improper use may include installation of unapproved software, accessing unapproved sites, or any use counter to the FTCHS educational program and safeguarding of students.

Lost, Stolen, or Damaged Instructional Property

FTCHS will repair and/or address any hardware or software issues that arise in the normal educational use of its computer equipment. FTCHS will facilitate the return, repair, and replacement of non-working equipment. In such instances, it is the responsibility of the parent/guardian to provide backup technology or access to computer equipment for students to continue schoolwork without interruption. This would include, but not limited to an additional personal computer or laptop in the home; visiting a public library; or relying on another member of the family or a family friend to use their device until the student's computer equipment has been returned.

If hardware or software issues, damage or loss of computer equipment or instructional materials are the result of improper, unacceptable, negligent or non-educational related activity, the parent/guardian is responsible for the cost of replacement and/or repair. For this reason, we recommend that families maintain homeowners or other insurance.

Equipment and Materials Return Procedure

All packaging included with FTCHS technology equipment and instructional materials must be retained by the student, as the packaging is needed for returns of any kind.

On the date of withdrawal from FTCHS, students/families are required to return all textbooks, Chromebooks and any other materials issued to the student. A list of requested materials and specific instructions of how to complete the return will be made available online. Families will be billed for damaged and/or missing items.

Withdrawing students must return the school computer, and other hardware accessories to the school in the original packaging with all accompanying documentation and accessories.

Internet Safety

FTCHS equipment includes content filters to help safeguard students. Students and families are expressly prohibited from accessing materials available through the Internet that are inappropriate, illegal, defamatory, inaccurate, or offensive. While the school will take measures to make this access more difficult, the responsibility for enforcing standards of behavior on the Internet lies with the parent or legal guardian. For more detail on the specifics regarding FTCHS Instructional Property, please see the website <https://hs.franklintowne.org/>

Microsoft 365 for Education

Microsoft 365 for Education is a core component of interactive online learning. Microsoft 365 for Education is a collection of free online applications, all of which flow together and integrate into the school environment. The Microsoft 365 for Education applications include:

- Outlook – a secure and safe email system that serves as the mail system for all students.
- OneDrive – a file storage and synchronization system that serves as the home to an office suite of productivity applications such as Docs, Spreadsheets, Slides, and Forms.
- Using these tools, students collaboratively create, edit and share files and websites for school related projects and to communicate with other students and teachers. These services are entirely online and available 24/7 from any Internet-connected computer. These tools are used to showcase class projects, build an electronic portfolio of school learning experiences, and work on group projects. For more information about FTCHS Microsoft 365 for Education please visit <https://hs.franklintowne.org/>

Technology Use

Technology use at FTCHS is governed by federal laws including:

1. Children's Online Privacy Protection Act (COPPA) - COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is disabled for FTCHS devices in use by students. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.
2. Child Internet Protection Act (CIPA) - The district is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student mail containing harmful content from inappropriate sites will be blocked. CIPA: <http://fcc.gov/cgb/consumerfacts/cipa.html>
3. Family Educational Rights and Privacy Act (FERPA) - FERPA protects the privacy of student education records and gives parents the right to review student records.

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. 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.

LISTED BELOW ARE SOME OF THE CONSEQUENCES THAT STUDENTS CAN EXPECT TO RECEIVE WHEN THEY DEMONSTRATE INAPPROPRIATE BEHAVIOR, IN VIOLATION OF THE CODE OF STUDENT CONDUCT OR THIS STUDENT HANDBOOK. THESE MAY TAKE THE FORM OF RESTORATIVE PRACTICES, DEMERITS, 30 MINUTE DETENTIONS, 60 MINUTE DETENTIONS, 2 HOUR FRIDAY DETENTIONS, IN SCHOOL SUSPENSION, SATURDAY SUSPENSION, OUT OF SCHOOL SUSPENSION, AND EXPULSION.

Per the PA School Code, exclusion from school may take the form of suspension or expulsion:

1. Suspension is exclusion from school for a period of 1 to 10 consecutive school days.
2. Expulsion is exclusion from school by the governing board for a period exceeding 10 school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing under § 12.8.

In compliance with state school code, FTCHS implements the following suspension and expulsion procedures:

- Any member of the school's administrative team 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 the health, safety or welfare of the school community is threatened. Notice and opportunity to be heard will then be sent as soon as possible.
- The parent/guardian is to be notified immediately in writing when the student is suspended. Notice will include the date and description of the incident, the policy violated, the initial number of days of suspension, and the date suspension begins.
- When the suspension exceeds three school days the student and parent shall be given the opportunity for an informal hearing with school authorities within the first three to five days. The initial notice of suspension will include the date, time, location, purpose, and participants of the informal hearing.

- If, after an informal hearing, the school decides to suspend for longer, a letter will be sent to the parent/guardian summarizing the informal hearing, decision to extend the suspension, and notice of referral for expulsion if appropriate.
- If a student is referred for expulsion, a Notice of Recommendation for Expulsion & Notice of Hearing will be sent to the parent/guardian. The notice will be sent via certified mail, first class mail, and electronic mail and will contain a summary of events so far and the date, time, and location of the formal hearing.
- Removal from school for more than ten consecutive days or fifteen total days in the same school year is considered a change in placement for a special education student and requires a Manifestation Determination Meeting and a NOREP.
- In-School Suspension (ISS) and/or bus suspension is considered when determining whether a student has been suspended for more than ten days.
- A student with an intellectual disability cannot be suspended/removed for any number of days without a manifestation determination and parent agreement, PDE agreement, or court order.
- 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
- 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 may 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", "Instagram", "TikTok", 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 is 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/ ineligibility for events

4th suspension = Reinstatement, student status reviewed, ineligibility for events, possible referral for expulsion.

5th suspension = Referral for expulsion

Saturday suspensions and In-School 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 CEO, principal, 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 8:00 a.m. to 11:00 a.m. Used as an alternative to out-of-school suspension, students must report to FTCHS and complete schoolwork while at Saturday Suspension. Excessive detentions, excessive lateness to school or early dismissals, administrative detention, and skipping class may also result in a Saturday Suspension.

RESTORATIVE PRACTICES

Restorative practices provide strategies and intervention which allow students to self-correct, problem solve, make amends, repair harm, learn new behaviors, and restore good standing. When students are supported, they participate in an accountable, restorative intervention that addresses specific issues and behaviors, which may otherwise warrant a punitive consequence. Restorative practices may include but are not limited to, conference with the teacher and/or counselor, peer mediation, verbal correction and redirection from the teacher, written reflection/apology, and/or conference with an administrator.

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

1. **Academic Dishonesty:** First offense: one (1) detention, three (3) demerits. Teacher option to allow students to do the assignment at a reduced grade. Repeated offenses: any penalties up to three (3) day suspension and reinstatement, and zero (0) points will be issued for the assignment.
2. **Administration Processing Violation:** Failure to comply with requested paperwork or electronic form submission 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) day suspension with intent to expel.
4. **Assault on a student:** Any Penalty up to ten (10) day suspension with intent to expel.
5. **Behavior unbecoming of a Franklin Towne Charter student:** Any student 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) day suspension with possibility of expulsion.
6. **Bullying:** Any student who violates the bullying policy as outlined in the handbook may receive up to three (3) day suspension and referral to bullying/harassment program and guidance department for counseling. Any subsequent offenses: Any penalty up to ten (10) day suspension with intent to expel.
7. **Causing a false alarm:** Any penalty up to ten (10) day suspension with intent to expel.
8. **Cell Phone / Wearable Device in Classroom Violation:** Any student who violates the cell phone policy/wearable device policy will be subject to the consequences outlined in the cell phone and other electronic devices policy.
9. **Cell Phone / Wearable device 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, one (1) detention (3 demerits). Second offense, two-hour Friday detention (3 demerits). All subsequent offenses result in Saturday Suspension, and student will lose all eligibility for extracurricular activities / events until notified by a school administrator.
10. **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 a password or user account information with others or use others' passwords or accounts. One (1) detention (2 demerits) or up to ten (10) day suspension with reinstatement.
11. **Contraband:** Includes any prohibited or inappropriate materials. The administration reserves the right to judge an object inappropriate for school. Up to three (3) detentions (3 demerits).
12. **Cutting class:** First offense, any penalty up to three (3) day suspension. Repeated offenses: Any penalty up to (ten) 10-day suspension with intent to expel.
13. **Cutting detention:** One (1) two-hour Friday detention, and student will be required to serve the detention on the day they are back into school. Failure to attend that detention may result in a Saturday Suspension.
14. **Cutting Saturday suspension:** Any penalty up to and including ten (10) day suspension with the intent to expel.
15. **Cutting school:** Any penalty up to and including a one (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.
16. **Cutting Teacher Appointment:** First 4 offenses: one (1) detention (2 demerits). Offenses 5 – 9: one (1) hour detention (2 demerits). After 10 offenses: one (1) day suspension.
17. **Destruction of property:** Any penalty up to ten (10) day 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).
18. **Disrespect:** One (1) detention (5 demerits), or up to three (3) day suspension. Multiple Violations will result in any penalty up to ten (10) day suspension with intent to expel.

19. **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 ten (10) day suspension with intent to expel.
20. **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 prior to 7:55 am. Students will not be permitted to class if out of uniform. 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 detention. Masks, when required, must be worn properly. Masks must cover the nose and mouth, be solid in color, and without symbols, images, or text.
21. **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) day suspension and revocation of parking privileges. Subsequent offenses: ten (10) day suspension and police intervention.
22. **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 assigned a Saturday Suspension, and lose eligibility to attend FTCHS sponsored extracurricular activities. Students will be referred for expulsion if they accumulate more than twenty (20) early dismissals.
23. **Electronic Equipment (All prohibited electronic equipment excluding cell phones):** First offense: One (1) detention and two (2) demerits. Item will be returned to the 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.
24. **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) day suspension with intent to expel.
25. **Falsifying of passes, documents, and information:** This includes forging signatures, carrying false or excessive ID cards, falsifying detention slips, falsifying office documentation, possessing another student's planner, and lying. One (1) detention (3 demerits), or up to one (1) day suspension.
26. **Fighting:** Students shall not engage in fighting or mutual combat. Ten (10) day suspension with intent to expel.
27. **Food and Drink Violation:** Students are not permitted to eat or drink in hallways or classrooms. All food and drink must remain closed or in a book bag, lunch bag, or locker outside of the cafeteria. Any food or drink item open and consumed in a classroom or hallways will be confiscated. Students are not permitted to eat or drink during the school day in any of the following locations: hallways, Student Union, 109 MP room, Building 215, or the Gymnasium. One (1) detention (2 demerits)
28. **Gambling:** First offense: Suspension up to five (5) days and referral to guidance department for counseling. Second offense: Any penalty up to ten (10) day suspension with intent to expel.
29. **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. Second offense: Any penalty up to ten (10) day suspension with intent to expel. If a detention is issued, one (1) detention (4 demerits).
30. **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) day suspension and referral to bullying/harassment program and guidance department for counseling. Any subsequent offenses: Any penalty up to ten (10) day suspension with intent to expel.
31. **Homework Violation:** Failure to complete. One detention. See Homework Policy / Detention section for further clarification.
32. **Identification Cards:** Students who fail to arrive to school with their FTCHS School Issued ID will receive a half hour detention. If the ID is lost, students must pay a replacement fee of ten dollars (\$10).
33. **Improperly accessing or exiting the arsenal (climbing over or through the fence):** Any penalty up to ten (10) day suspension with reinstatement.
34. **Inappropriate touching:** Students may not touch any other person or encourage another person to touch themselves in intimate or sensual parts of the body or any other part of the body that is considered inappropriate. Students shall not expose their genitals or any part of the body that is considered inappropriate. First offense: Any penalty up to ten (10) day suspension and possible expulsion. All instances of inappropriate touching will be reported to (the Title IX Coordinator or designated staff) for investigation in accordance with Title IX Regulations.
35. **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 first bell rings, are late to class.
36. **Late to school:** Students are to arrive at school on time, they must scan into the building prior to 7:55 am. First seven (7) offenses: written warning. Each offense after seven (7), detention. After fifteen (15) times, for each additional late a student will be assigned a same day detention and a two-hour Friday detention. At eighteen (18) times late to school, students will be assigned one (1) hour detention on the same day, plus a Saturday suspension, and the student will lose all eligibility for extracurricular activities and events until notified by a school

administrator. Students will be referred for expulsion at twenty-five (25) times. After the first five (5) warnings, if you are 1-15 minutes late you will receive a detention and 1 demerit. If you are 15-45 minutes late you will receive a detention and two (2) demerits, if you are 45-60 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.

37. **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).
38. **Locker violation:** Using another student's locker or sharing your locker with another student: One (1) detention (2 demerits)
39. **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, Smart Board, FTCHS Issued Chromebook and any other equipment without a teacher's or staff member's permission. One (1) detention, three (3) demerits, any penalty up to a one (1) day suspension.
40. **Multiple violations:** More than two detentions in one day or multiple offenses of the same violation will result in a 2 hour Friday Detention and any penalty up to a three (3) day suspension.
41. **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) day suspension with reinstatement. Items with profane language will be confiscated.
42. **Passing/writing notes during class:** One (1) detention (2 demerits)
43. **Planner Violation:** Planner not in student's possession. One (1) detention (2 demerits)
44. **Pornography:** Viewing, possessing or distributing pornography. Any penalty up to ten (10) day suspension with intent to expel, police intervention.
45. **Possession of controlled substance:** Students shall not possess, distribute, or share any drug or narcotic. Any penalty up to ten (10) day suspension with intent to expel and/or referral to law enforcement.
46. **Possession of alcohol:** Students shall not possess, distribute, or share any alcohol or alcoholic beverage. Any penalty up to ten (10) day suspension with intent to expel and/or referral to law enforcement.
47. **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) day suspension with intent to expel.
48. **Possession of incendiary devices including but not limited to fireworks, smoke/stink bombs, pepper spray or mace:** Up to ten (10) day suspension with intent to expel and/or referral to law enforcement.
49. **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).
50. **Possession of tobacco related products including lighters and matches:** items will be confiscated, and student will be issued a detention (3 demerits).
51. **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 up to ten (10) day suspension with intent to expel.
52. **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) day suspension with intent to expel and/or referral to law enforcement.
53. **Public Displays of Affection:** Students should not engage in any public displays of affection in school. One (1) detention (2 demerits)
54. **Racial or ethnic slurs:** Using racial or ethnic slurs in any manner. . Subject to discipline up to and including three (3) days of suspension and, referral to guidance department.
55. **Refusal to allow a search or cooperate with a search:** Any penalty up to ten (10) day suspension with intent to expel.
56. **Selling goods in school:** Students are prohibited from selling any non-school approved goods in the school. One detention (3 demerits).
57. **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.
58. **Smoking or vaping:** Up to three (3) day suspension with Parent Conference.
59. **Stealing:** First offense: up to three (3) detentions (4 demerits) or up to ten (10) day suspension with referral to guidance department for counseling. Possible police intervention. Restitution when possible. Second offense: ten (10) day suspension with intent to expel.
60. **Taking part in the disruption of regular school operation, scheduling, activities etc.:** One (1) detention; 4 demerits. Any penalty up to five (5) day suspension with Parent Conference.
61. **Threats:** Making any threat toward another person. This also includes involvement with non-Franklin Towne students coming to Franklin Towne school property for threats or violence. First offense: any penalty up to a one (1) day suspension. Second offense: three (3) day suspension. Third offense: any penalty up to ten (10) day suspension with intent to expel. Local law enforcement will be contacted.
62. **Unauthorized area violation:** Students found in unauthorized area (including hallways and elevators) are considered "Out of Bounds". Up to three (3) detentions (3 demerits) or any penalty up to three (3) day suspension.

- 63. Under the influence of alcohol:** Students shall not be under the influence of any alcohol or alcoholic beverage. Any penalty up to ten (10) day suspension with intent to expel.
- 64. 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) day suspension with intent to expel.
- 65. 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 a charged FTCHS Issued Chromebook, headphones with wire, books, notes, pens, paper, etc. One (1) detention (1 demerit) thirty minutes if the student reports this to the staff prior to 7:50 am. One (1) detention (2 demerits) sixty minutes if the student reports this to the staff after 7:50 am.
- 66. 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) day suspension (5 demerits). Second offense: Any penalty up to five (5) day suspension. Third offense: Up to ten (10) day suspension with intent to expel.

Any text messaging, voice messages, message board posting, or videos on "facebook," "twitter," "youtube," "instagram," "instant messenger," "snapchat" "tiktok") 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 A. 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. Notice and opportunity to be heard will then be sent as soon as possible.
- The parent/guardian is to be notified immediately in writing when the student is suspended. The parent/guardian is to be notified immediately in writing when the student is suspended. Notice will include the date and description of the incident, the policy violated, the initial number of days of suspension, and the date suspension begins.
- When the suspension exceeds three school days the student and parent shall be given the opportunity for an informal hearing with school authorities within the first three to five days. The initial notice of suspension will include the date, time, location, purpose, and participants of the informal hearing.
- If, after an informal hearing, the school decides to suspend for longer, a letter will be sent to the parent/guardian summarizing the informal hearing, decision to extend the suspension, and notice of referral for expulsion if appropriate.
- If a student is referred for expulsion, a Notice of Recommendation for Expulsion & Notice of Hearing will be sent to the parent/guardian. The notice will be sent via certified mail, first class mail, and electronic mail and will contain a summary of events so far and the date, time, and location of the formal hearing.
- 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 shall have the right to three (3) days' notice of a formal hearing and the right to bring parents or guardians.
- Removal from school for more than ten consecutive days or fifteen total days in the same school year is considered a change in placement for a special education student and requires a Manifestation Determination Meeting and a NOREP.
- In-School Suspension (ISS) and/or bus suspension is considered when determining whether a student has been suspended for more than ten days.
- A student with an intellectual disability cannot be suspended/removed for any number of days without a manifestation determination and parent agreement, PDE agreement, or court order.
- 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.
- Students who are 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 her 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.
- Students shall have the right to at least one (1) day's notice of an informal hearing and the right to bring parents or guardians.
- Parents are provided with three (3) days' 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/her 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, first class mail, and electronic mail.
- Students shall have the right to three (3) days' notice of a formal hearing and the right to bring parents or guardians.
- Parents are provided with three (3) days' notice of the time and place of the formal 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 or her 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, they 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, of more than ten days consecutively or fifteen days cumulatively, where days eleven to fifteen constitute a pattern of exclusion, in a single school year, 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.

Students with an intellectual disability cannot be suspended/removed for any number of days without a manifestation determination and parent agreement, PDE agreement, or court order.

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.

If the behavior subject to discipline is found to be a manifestation of the student's disability, the School must conduct a functional behavior assessment and implement a positive behavior support plan for the student. If a positive behavior support plan already exists, the team should review and modify, if necessary, to address the behavior; and return the student to the placement from which he/she was removed unless the parent and the School agree to a change of placement.

School personnel may unilaterally remove a student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability under the following circumstances:

- The student carries a weapon to or possess a weapon at school, on school premises, or to or at a school function;
- The student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- The student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function

If a behavior is determined not to be a manifestation of a student's disability, the student may be subject to the same disciplinary procedures as general education students.

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 for the entirety of the school day.

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 upon their return to school 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. For special education students, in-school suspension days will be counted when determining whether a student has been suspended for more than ten school days (or subjected to a pattern of removals)

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

- Any multi-day suspensions that do not include the "Intent to Expel".
- 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)

Extended Detention

Franklin Towne Charter operates an Extended Detention Program to address certain code of conduct infractions. All students who receive an extended detention will come to school on time and in uniform and attend all their classes. Extended Detention will be held during a students' lunch period and for 1.5 hours after school. Students will be given the opportunity to get their food and will then be escorted to a quiet room to eat separate from the cafeteria. After school, students are required to attend detention immediately following the bell for dismissal. All detention rules must be followed.

Two – Hour Friday Detention

Every Friday, Franklin Towne will hold a two-hour detention period from 1:40-3:40. After school, students are required to attend detention immediately following the bell for dismissal. All detention rules must be followed.

Detention Rules

- Detention sessions will be held in the Auditorium from 2:25 – 4:30.
- Students will receive a written copy of the detention assignment.
- Students must serve detention on the day the detention is assigned
- Students are not permitted to bring their cell phones, wearable devices, or outerwear to detention.
- Students should arrive to the Auditorium through Tower 4 where they and their bag will be checked to ensure that they do not have their cell phone, wearable devices, or outerwear.
- Students will sit in every other seat in every other row and face forward throughout the detention period.
- Students must bring work to do or a book to read in detention. Students will be permitted to use their Chromebooks in detention, provided they are working on academic work. Inappropriate use of Chromebooks will result in further disciplinary action.
- In order to receive credit for detention, students must follow all detention rules and complete all requirements.
- Detention is held every day after school, students are required to attend ten (10) minutes after the bell for dismissal. If a student cuts a detention, they will serve that detention the next day, along with a two-hour Friday detention.
- If a student has two (2) detentions on the same day they have a regular detention, they may serve up to one hour or all sixty minutes of both detentions in the same day. FTCHS has staffing for detention every day after school up to 4:30 pm.
- Students have time to attend appointments and then serve a late detention until 4:30 pm. After the teacher appointment is over, the student must arrive for the detention with their planner signed, it will last thirty (30) minutes from the time of their arrival.
- 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.
- 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 the next step of the progressive discipline policy.
- 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 at 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:

- FTCHS School Logo shirt (long or short sleeved). It must be purchased through the school store.
- FTCHS School Logo sweater with FTCHS School Logo shirt (long or short sleeved). It must be purchased through the school store.
- Any color Khaki-style pants, dress or casual dress pants (traditional cut), must not resemble jeans, must not have pockets anywhere on the leg of the pants, must be worn at waist level, must not be cut or ripped in any way, and may not drag on the floor. No tears or frays of any kind. Students may not wear a second pair of pants underneath the uniform.
- Rubber soled shoes. Slip-on shoes must have rubber soles and a permanent back, or they are not permitted. Sturdy shoes are a must to ensure student safety. Work boots, UGG/Sheepskin boots, fashion boots are not permitted.
- Optional long sleeve undershirt without writing on the sleeves worn underneath FTCHS School 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.
- 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 school-issued lanyard 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 \$10 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.

On inclement 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.

Hair accessories may be worn if they are solid in color, without text or without symbols. Character headbands (bunny ears, cat ears, etc.) are not allowed and can be confiscated.

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

- Jeans or any pants resembling jeans
- Corduroys
- Shorts, skorts, skirts, capris, hipster/low rise; tight or form-fitting pants
- Cargo or multi-pocketed pants or shorts; pants with tears or frayed in anyway
- Hooded shirt or hooded sweatshirt
- Sweat-pants, leggings, spandex material pants, tights, yoga 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
- Flip flops, open-toed or open-backed footwear, slippers or sandals, or footwear that may be considered hazardous for the students' safety
- Sunglasses, headsets or Bluetooth headphones, Air-pods are not allowed to be worn in the school
- Sweatbands or bandannas
- Head coverings (students must apply for religious exemption by registering with the dean of students)

TOWNE DRESS DOWN DAYS

Whenever Franklin Towne Charter High School permits a TOWNE 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.

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, skorts, hipster/low rise; tight or form-fitting pants

- Hooded shirts or hooded sweatshirts
- 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 boots, UGG/Sheepskin boots, 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 disruptive, unsafe, or unhealthy within the educational process
- Any clothing with holes, rips, tears, frays 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 audio blue tooth devices are not allowed to be worn in school.
- Tank tops, sleeveless shirts, or spaghetti strap shirts

Violators of the dress code policy will face disciplinary action.

Students are permitted to participate in Towne Dress Down Days, who earn the right by satisfying all student responsibilities related to academics, attendance, and behavior. Students who fail to meet their responsibilities will not be invited to participate in any school sponsored Towne 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. Local law enforcement will be notified of violations.

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.

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 will only be issued by FTCHS Administration once a student submits proper medical documentation. Elevator passes are distributed for two-week durations; students must update medical documentation to maintain an elevator pass over fourteen (14) days. Once an elevator pass is issued it must be worn on the school issued lanyard. Students who share elevator passes with another will face disciplinary action. 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. 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, if a new ID is not purchased prior to 8:00 am.

Any student in need of a new ID can purchase one at the start of the day at the student entrance for \$10.00.

INTERNET STUDENT ACCEPTABLE USE POLICY

A. Educational Purpose

1. Franklin Towne Charter High School network 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 network.
3. Students may not use Franklin Towne Charter High School network for commercial purposes. This means students may not offer, provide, or purchase products or services through Franklin Towne Charter High School Network.
4. Students may not use Franklin Towne Charter High School Network 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 have access to the World Wide Web information resources through their classroom 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 Network 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 Network, to any other computer system through School Network, 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 Network 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", "instagram", "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 engage in "spamming." Spamming is sending an annoying or unnecessary message to many 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 Network 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 accesses 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.

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

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 a detention. If a student is late, they will serve detention for one (1) hour after the completion of Saturday suspension.
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 may refer them to the nurse if necessary. Continued instances of sleeping will result in disciplinary action.

SMOKING & VAPING

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.

STUDENT RIGHTS AND RESPONSIBILITIES

Franklin Towne offers many school sponsored clubs, sports, dress down events, dances, trips, and senior activities to students. Students are only permitted to attend and participate, who earn the right, by satisfying all student responsibilities related to academics, attendance, and behavior. Students may be invited to participate in all school sponsored clubs, sports, dress down events, dances, trips, and senior activities while they are in good standing related to their student responsibilities. Students who fail to meet their responsibilities will not be invited to participate in any school sponsored clubs, sports, dress down events, dances, trips, and or senior activities.

All students will earn eligibility and an invitation to any school sponsored event for avoiding:

- | | |
|-----------------------------------|---|
| 1) Excessive detentions | 5) Three (3) or more suspensions for the year |
| 2) Excessive lateness | 6) Administrative detentions |
| 3) Excessive early dismissals | 7) Violations of the academic policy |
| 4) Accumulation of demerit points | 8) Cell phone violation during class |

When a student is invited to attend any school sponsored event, payment must be made in full by the deadline. Students with past due monies on a student account will be required to pay any debts before purchasing admittance to a new school sponsored event.

In the instance where a student is ineligible to attend a school sponsored event, no refunds will be issued for any ticket once the catering bill or travel agent has been paid.

The status of all students will be reviewed prior to any school sponsored event.

A cell phone violation in the classroom will automatically cost a student eligibility immediately upon the violation. Once the student is ineligible, they may not attend any FTCHS sponsored event, regardless of when the event is and if a ticket has already been paid for.

Seniors must have eligibility to attend all graduating class exercises. FTCHS sponsored proms, trips, breakfast, move up day, and the commencement exercises are all by invitation only. Only seniors in good standing related to all student responsibilities for academics, attendance, and behavior will be invited to attend Senior events and activities. If a student is not permitted to attend, they will be issued an appointment after the last official day of school to pick up their diploma from the FTCHS main office.

Franklin Towne Charter School will ensure that students with disabilities have the opportunity to participate in school sponsored activities equal to their nondisabled peers and will provide the supplementary aids and services deemed necessary for the student to participate to the extent possible.

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 8:00 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 enter the complex more easily. 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 request a bathroom pass from a staff member in order to access the bathroom. Students 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. Only one student is allowed to use the class bathroom pass at a time during instructional time.

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 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.
- Open / consumed food and drink is not permitted outside the cafeteria. Open / consumed 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 1:00 pm 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. Passes are limited to two-week increments. Students must submit additional documentation for passes every fourteen (14) days. 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 classrooms at any time. Food and drinks should only be consumed in the cafeteria. Upon leaving the cafeteria students should store all food and drinks away. 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 \$10.00.

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. After each marking period all items in the lost and found will be donated.

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 may be 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 Commonwealth 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 STUDENT KEY CARDS

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, all questions regarding SEPTA Student Key Cards should be directed to the School District of Philadelphia. SEPTA Student Key Cards are only distributed once a year in September and are valid while the student is enrolled in FTCHS. It is the student's responsibility to maintain their SEPTA Student Key Card in possession for use.

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 if there exists reasonable suspicion that a search will produce evidence that a school rule or law has been broken. 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, the student 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

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 IX of the Education Amendments of 1972 and Sections 503 and 5094 of the Rehabilitation Act of 1973. If you have inquiries concerning the non-discrimination policy please see our website: https://hs.franklintowne.org/policies_and_forms/title_ix

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 2023-2024 school year need:

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| • DTAP | Four (4) doses, (tetanus, diphtheria and acellular pertussis) 1 dose after the age of four (4) |
| • IPV | Four (4) doses, (polio) 4 th dose after the age of four (4) |
| • Hep B | Three (3) doses, 3 rd dose on or after twenty-four (24) weeks of age |
| • MMR | Two (2) doses (measles, mumps, and rubella) |
| • VAR | Two (2) doses, (chickenpox or evidence of immunity) |
| • TDAP | One (1) dose (tetanus, diphtheria, and acellular pertussis) |

- MCV Two (2) doses, (meningococcal conjugate) first dose is given 11-15 years of age; second Dose is required at age 16 or entry into 12th grade if the dose was given at 16 years of age or older, only one dose is required.

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/Epi-pen 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:

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| • Amphetamines (meth, speed) | • Methadone |
| • Cocaine | • Propoxyphene (common pain killers) |
| • Opiates (morphine, heroin, Vicodin) | • Alcohol |
| • PCP or Benzodiazepines (sleeping pills, downers) | • Barbiturates (sleeping pills, antidepressants) |
| • THC (pot) | |

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 who are ineligible for events 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-entrance into 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 driver's 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 for any ticket once the catering bill has been paid even if you are ineligible for events, after buying a ticket.

ATHLETIC DEPARTMENT

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		
Golf		

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.

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 2023-2024, 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' school wide 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 PowerSchool.
- 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 is held twice a year at our Back to School Nights. At these meetings 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 PARENTAL 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 childcare 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 and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through 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 Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1965 (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 Jen Clement 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:

Susan McCrone

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:

Susan McCrone

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 Mr. Bryan Boyes. He can be reached at bboyes@omnivestllc.com

2023 – 2024 Bell Schedule

Monday-Thursday			Friday			Extended Advisory		
Block	Begin	End	Block	Begin	End	Block	Begin	End
1	8:00	9:15	1	8:00	9:00	1	8:00	9:05
Adv	9:18	9:48	Adv	9:03	9:43	Adv	9:08	10:23
2	9:51	11:06	2	9:46	10:46	2	10:26	11:31
3A	11:09	11:44	3A	10:49	11:19	3A	11:34	12:04
3B	11:47	12:22	3B	11:22	11:52	3B	12:07	12:37
3C	12:25	1:00	3C	11:55	12:25	3C	12:40	1:10
4	1:03	2:18	4	12:28	1:28	4	1:13	2:18
Morning Entry - 7:00-7:50AM			Morning Entry - 7:00-7:50AM			Morning Entry - 7:00-7:50AM		
Detention begins - 2:25PM			Detention begins - 1:35PM			Detention begins - 2:25PM		
Detention runs until - 4:30PM			Detention runs until - 4:00PM			Detention runs until - 4:30PM		
Tutoring/Activities/Clubs - 2:20PM-3:30PM			Tutoring/Activities/Clubs - 1:35PM-3:30PM			Tutoring/Activities/Clubs - 2:20PM-3:30PM		