

STUDENT/FAMILY GUIDEBOOK



2018– 2019

CELEBRATING 80 YEARS OF EXCELLENCE!

Benjamin Franklin High School

550 North Broad Street
Philadelphia, Pennsylvania 19130
(215) 400-7600

<https://www.philasd.org/bfhs/>

Dr. Christine Borelli, Principal
Ms. Wajibah Thompson, Assistant Principal
Mr. Brian Camper, Climate Manager

Dr. William Hite, Superintendent
Dr. Sonya Harrison, Assistant Superintendent, Network #3

BENJAMIN FRANKLIN HIGH SCHOOL

STUDENT-PARENT CONTRACT

2018-2019

Student Handbook

We acknowledge receipt of the Student Handbook containing the school policies, rules, and regulations. We have carefully read these documents and agree to be governed by them. We understand and agree that the Administration has the authority to set forth rules and regulations aimed at creating an orderly learning environment. As a parent, I understand my responsibility to support the school in the policies it has established, and see to it that my child adheres to the rules and regulations set forth in the Student Handbook.

Photography Release

From time to time students at Benjamin Franklin High School are photographed or filmed to celebrate accomplishments, to promote events or to promote our Admissions efforts. Photos may be used in press releases, print advertising, on the school website, or in the school newsletter. Videos of class projects, play rehearsals, athletic competitions, or special events may be posted on our web pages. If you do not want your child's picture to be used in our marketing or promotional efforts, please notify Ben Franklin High School in writing to the attention of the Office of the Principal.

Amendments

The principal retains the right to amend the handbook for just cause. Parents will be given prompt notification via autodialer and the Benjamin Franklin school website <http://www.philasd.org/schools/benfranklin/>.

I acknowledge that I have read and understood all of the statements above.

Student's Name (Please Print) **Date:**

Student's Signature **Date:**

Parent/Guardian's Name (Please Print) **Date:**

Parent/Guardian's Signature **Date:**

THIS CONTRACT MUST BE SIGNED AND RETURNED ON OR BEFORE SEPTEMBER 7, 2018*
STUDENTS MAY NOT PARTICIPATE IN ANY EXTRACURRICULAR PROGRAMS UNLESS THIS HANDBOOK HAS BEEN REVIEWED AND SIGNED BY THE STUDENT AND A PARENT/GUARDIAN

***If a student enrolls after the start of the school year the contract must be signed within one week of registration**

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1. BELL SCHEDULE

Bell schedule will be distributed and reviewed with students on their first day of school when they receive their rosters.

2. MISSION STATEMENT

Benjamin Franklin High School is a four year program that provides:

Multiple pathways for college and career preparation.

Creates an open school community to staff, parents, and stakeholders.

Cultivates a one-voice advocacy for promoting civic leadership.

Uses data to ensure graduates succeed academically.

3. VISION

Benjamin Franklin High School is committed to developing our students to become leaders and scholars in our global society. Together, the faculty, parents, and community stakeholders, will prepare and empower our students to achieve their full intellectual and social potential in order to become lifelong learners and productive members of the community. Students who graduate from Benjamin Franklin will be self-motivated, collaborative, confident, creative, adaptable, accepting of self and others, and will actively apply their knowledge to solve real-world problems.

4. AUTHORITY

Notwithstanding any other provision or provisions contained herein, the Principal of the school retains the right to interpret and apply any and all provisions contained in this handbook at her discretion.

5. CONFIDENTIALITY

All BFHS faculty and staff members will keep confidential information entrusted to them so long as there is no risk to one's life, health or safety.

6. CONTRACT

The School District of Philadelphia and Benjamin Franklin High School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. This handbook is part of the contract that exists between our school and the parents/students. Enrollment at Benjamin Franklin indicates the acceptance of these policies and regulations by our students and their parents.

7. AGE OF STUDENTS

Until a student graduates, he or she needs his/her parent's written permission for all legal matters involving school activities, school records, and school attendance.

8. COMMUNICATION

Meeting academic goals requires two-way communication between parents and the school community.

Benjamin Franklin High School fosters strong communications and encourages parents of students to effectively communicate with members of our learning community. This can best be accomplished through email, the BFHS web page, the Infinite Campus online portal and our automated phone messaging system.

Should parents, at any time, have a concern about their child that has not been promptly addressed, parents are

encouraged to contact the teacher, guidance counselor, and then a member of the administrative team. It is our goal to maintain effective communication among parents, students, faculty, and staff.

In the event that a student is experiencing personal or health related concerns that may impact the student's educational programming, students and parents should communicate immediately with the student's guidance counselor and school nurse.

BFHS faculty and staff members will only communicate with parents/guardians or family members who are documented on students' records regarding any student related issues. It is the parent/legal guardian's responsibility to update students' emergency contact information immediately when changes occur. In the event that a call is made to the school office, a parent/guardian may be asked to verify information over the phone to confirm the identity of the caller. Any time a visitor reports to the school, he/she will be required to show identification to confirm that the visitor is listed on the student's records. Phone calls into the office for an early dismissal will not be approved. Students must provide written documentation with a verified signature to obtain an early dismissal or be picked up and signed out in the Main Office by a parent/legal guardian. In the event of an emergency situation, only the Principal and/or Designee will be able to make an exception to this policy.

No response in any form will be given to any anonymous message or communications that are made to the school. Ordinarily, no one will be questioned or accused on the sole basis of an anonymous accusation. The Principal, or his/her designee, will decide if circumstances warrant a different response based on the safety and security of the school.

Please look for the various school-initiated communications. They consist of:

- Freshman Orientation - **August 23, 2018**
- Back to School Night – **September 25, 2018**
- Interim Reports - the middle of each term
- Report card conferences - At the end of each report card term
- Attendance and Achievement Celebrations
- Scheduled parent/teacher conferences - ongoing throughout the year on an as needed basis
- Notes, emails, or phone calls to parents - ongoing throughout the year on an as needed basis
- School Advisory Council (SAC) Meetings - 6 meetings throughout the year
- The Infinite Campus Parent Portal

The 2018-2019 SDP calendar is located in the back of this Guidebook

KEY CONTACTS

Dr. Christine Borelli, Principal	cmconnor@philasd.org
Ms. Wajibah Thompson	wthompson@philasd.org
Mr. Brian Camper, Climate Manager	bcamper@philasd.org
Ms. Danielle Eib, Roster Chair	djeib@philasd.org
Ms. Diane Wilson, SEL	diawilson@philasd.org
Ms. Mercedes Broughton-Garcia, SBTL	mbroughtongarcia@philasd.org
Ms. Kimberly Mintze, Main Office Secretary	kdmintze@philasd.org
Ms. Kadedra Haynes, Counselor (9th and 10th)	khaynes@philasd.org
Ms. Hope Worthy, Counselor (11th and 12th)	hworthy@philasd.org
Ms. Donna Santos - School Nurse	dmsantos@philasd.org>
Mr. Brian Engler, School Psychologist	bengler@philasd.org
Sgt. Erica Gilyard, School Police Sergeant	elgilyard@philasd.org
Mr. Robert Baldwin, Building Engineer	rmbaldwinjr@philasd.org

BFHS is in Learning Network #3

Sonya Harrison, Assistant Superintendent

215- 400-6147

215-351-3805

Teachers

Darrell	Adair	CTE/Precision Machine	dadair@philasd.org
Martin	Amoroso	Science	mjamoroso@philasd.org
Nija	Birchett	Special Education/LSS	nkbirchett@philasd.org
Annette	Butcher	Technology	abutcher@philasd.org
Patricia	Brown	Physical Education	plbrown@philasd.org
Timothy	Celenza	Mathematics	tjcelenza@philasd.org
Michael	DesiDerio	Special Education	mdesiderio@philasd.org
Marissa	Diorio	Biology	
Danielle	Eib	Special Education/Math	djeib@philasd.org
Michael	Gallagher	English	mggallagher@philasd.org
Laura	Gilfillan	Special Education/AS	lgilfillan@philasd.org
Harry	Graham	CTE/Welding	hgraham@philasd.org
Delores	Green	Special Education/History	dgreen2@philasd.org
Richardson	Guerrier	Science	rguerrier2@philasd.org
Khawla	Heddoun	French	kheddoun@philasd.org
Richard	Jakucs	JROTC	rjakucs@philasd.org
Raymond	Kresge	History	rkresge@philasd.org

Robert	Kringe	History	rhkringe@philasd.org
David	Leen	Special Education/English	dleen@philasd.org
Qiuxia	Liang	ESOL	qliang@philasd.org
Peter	McDermott	CTE/CADD	PJMcDermott@PhilaSD.org
G. Edward	Metz, Jr.	English	gemetz@philasd.org
Cody	Neamand	History	cneamand@philasd.org
Bernard	Osoo	Mathematics	boosoo@philasd.org
Dennis	Sheedy	Physical Education	dsheedy@philasd.org
Ronald	Sizer	CTE	rsizer@philasd.org
Luljeta	Telushi	Mathematics	lstelushi@philasd.org
Elena	Vasilatos	Spanish	lvasilatos@philasd.org
James	Washington	JROTC	jtwashington@philasd.org
Diane	Wilson	Special Education/LSS	diawilson@philasd.org

PARENT/GUARDIAN CONCERN PROCESS
Teacher and Academic Concerns
Step 1: Contact the Teacher
Step 2: Contact the School Counselor
Step 3: Contact the Climate Manager
Step 3: Contact the Principal
Step 4: Contact the Neighborhood Network
Special Education Concerns
Step 1: Contact the Teacher
Step 2: Contact the Special Education Liaison
Step 3: Contact the Principal
Step 4: Contact the Neighborhood Network
Guidance Concerns
Step 1: Contact the School Counselor
Step 2: Contact the Principal
Step 3: Contact the Neighborhood Network
Roster Concerns
Step 1: Fill out Roster Issues Form
Step 2: Contact the Roster Chairperson
Step 3: Contact the Principal
Step 4: Contact the Neighborhood Network
Administrative/Policies and Procedures/Disciplinary Concerns
Step 1: Contact the Climate Manger
Step 2: Contact the Principal
Step 3: Contact the Neighborhood Network

Important Note: If you have not received a response within two business days, proceed to the next step. Email addresses are located in this handbook - emails are usually the best method of communication except in cases that require immediate action.

Main Office Hours : Monday through Friday 7:45 to 2:45
Telephone Number - 215-400-7600 Fax Number - 215 -400-7601
Office Hours : Monday through Friday 7:45 to 2:45

Information can also be obtained on the BFHS website: <https://www.philasd.org/bfhs/>

9. ACADEMICS

ABSENTEE MAKEUP WORK

A Student because of illness or any other reason is absent from a class period(s), an entire day, or a number of days, is responsible for making up all the work missed. This responsibility belongs to the student. Class work must be made up no later than five (5) days after the student has returned to school. The student is responsible to make arrangements with the teacher to determine what work is to be completed and to the exact date when the work is due. Students who are truant or who cut class will receive a grade of an “F” for work missed.

In cases of extenuating circumstances and/or chronic illnesses in which the student’s absence will exceed one week, parents are responsible for contacting the student’s guidance counselor no later than the third day of illness. In turn, the counselor will contact the student’s respective teachers. Involving the counselor at this time is important not only to see that work is done at home, but also to facilitate the student’s return to school and to counsel students in need. This gives the counselor the opportunity to confer with teachers in reference to the student’s progress and there exists a solid communication among teachers, counselors, students and parents.

ACADEMIC INTEGRITY

We believe that honesty in academic work is necessary for the effective intellectual development of the student, the fair evaluation of his/her academic performance, and most importantly, as a moral mandate of our educational practices.

A student can violate academic integrity in two major ways:

1. **PLAGIARISM:** Plagiarism is the unacknowledged use of the idea, words, research or assistance of another in preparing an assignment.
2. **VIOLATING THE RULES OF THE ASSIGNMENT:** A student who prepares an assignment in such a way as to get around the legitimate purpose of the assignment is also guilty of academic dishonesty. Some examples of violating the rules of an assignment include copying someone else’s work, falsifying data for a lab report, or submitting the same term paper for different assignments without the instructor’s permission. It is the student’s responsibility to understand the rules under which an assignment is to be completed.

Other examples of compromising academic integrity would be:

- Copying another student’s answers on tests, quizzes, and lab reports.
- Discussing answers with another student during the test itself or in between classes.
- Using a cheat-sheet, copies of tests, or unauthorized technology devices to seek out answers
- Allowing a parent or friend to do your work and presenting it as your own effort.

- Impeding the academic progress of other students, including for example, taking another student's textbook or notebook from his/her locker without permission, stealing or defacing another student's work.

Appropriate disciplinary action will be taken in the event that students violate academic integrity.

10. FAILURES AND CREDIT RECOVERY

Students who are missing credits due to failing courses may complete credit recovery through an approved online course or an approved program, outside of the regularly scheduled instructional hours. Opportunities for credit recovery may be available on Saturdays, before school, after school, and during the summer depending on the availability of such programs. **Students will be eligible for credit recovery opportunities if they are passing all current courses and have satisfactory attendance.** Additionally, in an effort to support students, access to technology (laptops, Chromebooks and Desktop computers) will be available for students to utilize at BFHS to participate in credit recovery programs.

Students who are failing a course on their current roster will have an opportunity for grade improvement. **Individual credit passport conferences will be held during the Interim Report period each term.** During these conferences a discussion about academic and course attendance data will occur between the teacher and student. Students will be advised of specific ways to improve the course grade.

11. GRADES

Grades are based on the quality of work a student does in view of the course objectives. The year contains two semesters each with two marking periods for which grade reports will be issued with an interim report available midway through the marking periods. **Work cannot be accepted once the marking period ends.**

An electronic grade posting system through the school district's portal (Infinite Campus) is used by BFHS teachers to keep students and parents informed of academic progress throughout the year. Parents and students have access to attendance, grades and credits at all times on Infinite Campus. BFHS will have three Infinite Campus trainings throughout the year to support parents with using this tool.

Grade Conversion Table

A=90-100 B= 80-89 C=70-79 D=60-69 F=59 or Below

12. GRADUATION

Participation in graduation exercises at Benjamin Franklin High School is a privilege and students may be excluded from graduation ceremonies for a reasonable cause determined by the administration. Such reasonable cause includes violations of the school discipline code, course failure, excessive absences and failure to meet financial obligations. Financial obligations may include but are not limited to paying senior dues, swipe fees for not utilizing a student's BFHS ID during morning admission, any outstanding athletic fees for uniforms or equipment and/or any outstanding book/technology fees for damaged or missing academic resources. No student will receive a diploma unless she has met the high school credit requirements and successfully completed their senior project.

13. GUIDANCE DEPARTMENT

Guidance is concerned with the educational, emotional, and social development of all the students in relation to their overall educational experience. Guidance is a coordinated effort involving students, faculty, parents, administration, and specialists as needed. The Counselor has a major role in developing and implementing a plan of guidance, but the cooperation of teachers, parents, and administration is essential. Students and parents are more than welcome to schedule an appointment with counselors as needed.

Individual counseling is the core of the guidance program. It includes counseling of an academic, personal, and vocational nature. The counselors attempt to establish a rapport with their students that will enable them to discuss, understand and deal with their feelings concerning any problems that may arise. Counselors are a valuable source of information for both parents and students. They also assist students in identifying abilities, selecting courses, and planning for college as well as in selecting a program that is consistent with their abilities and goals.

14. HOMEBOUND STUDIES

If a student is diagnosed with a condition that requires an extended absence from school, the parent or guardian must call the guidance counselor to arrange for homebound instruction. The counselor will work in collaboration with the school nurse to obtain the necessary documentation to arrange homebound instruction. State Law requires that students be absent for ten consecutive school days prior to being eligible for homebound instruction and once the student returns to school homebound instruction ends. A student, while enrolled in homebound instruction, may **not** participate in co-curricular activities including but not limited to school trips, extracurricular events/activities and graduation exercises.

15. HOMEWORK

Benjamin Franklin High School is committed to incorporating homework as an integral part of our course of study. Homework should be expected each week and is assigned at the discretion of the teacher. Homework is included in the overall course grade and will be calculated in accordance with the published classroom grading policy.

16. HONOR ROLL

The objective of the honor roll is to commend students for their academic achievements. The Honor Roll is divided into two categories: Honors with Distinction and Regular Honors.

Honors with Distinction- All A's on the report card for the marking period

Honors- All A's and B's on the report card for the marking period.

17. ARRIVAL AND DISMISSAL - BFHS IDENTIFICATION CARD IS REQUIRED

The first period of the day starts at 8:05 AM. Students will be granted entrance into the building at 7:45 AM each morning on 15th Street side of the building. Students should arrive no later than 8:00 AM in order to be prepared and in class for instruction to begin at 8:05 AM. All BFHS students are required to use their BFHS ID card to swipe into the school building everyday. **Please be advised that a swipe fee of \$1.00 is charged to a student's account each time a student manually enters their ID number.** Additionally, manually entering an ID number may not register a student as present in school for the day. Students must use their BFHS ID to swipe into the school building to guarantee that they are marked present for the day.

All students are issued an ID when they enroll at BFHS and must have their student ID in their possession every day. If a student loses or damages their BFHS ID card, a \$5.00 fee is charged to replace the identification card. **It is the student's responsibility to report to the office and sign up to receive a new ID card prior to reporting to their first period class as soon as the ID card is lost or damaged.**

The regular school day ends at 3:09 PM. Students will be dismissed at 3:09 PM through the main entrance of the school on Broad Street. Students who are not enrolled in extracurricular activities must leave the school premises within ten minutes of dismissal from school. Students who are enrolled in extracurricular activities must vacate the school building immediately at the end of his/her program. **Students may not walk the halls, linger in the cafeteria, gym, auditorium or any other area of the building after dismissal.** Students who do not adhere to this policy will be referred to an administrator for disciplinary action. Any students participating in extracurricular activities who are being picked up, must be picked up in front of the building since the Broad Street door is the only way for students to exit the building.

18. ATTENDANCE

One element of student success is time-on-task. The educational program offered by the BFHS is based on the daily, consistent presence of the student and continuity of instruction. It requires classroom participation in order for students to achieve academic standards and consistent educational progress. Parental/Guardian cooperation in ensuring good attendance is critical to a child's success in school. To encourage the greatest success, each student must be present and on time each school day. Students identified as attendance concerns will be referred to the RTII support team and a School Attendance Action Plan (SAIP) will be developed in collaboration with the school counselor, teachers, student and parent/guardian. Please be advised that chronic absenteeism may result in a referral to truancy court after all other interventions have been attempted.

ABSENCES

When a student is absent from school for any reason parents must notify the school the following day with an absence note. A student cannot attend or participate in any co-curricular activities on the day of an absence or the weekend days immediately following an absence. The day the student returns to school she/he must present a note signed by the parent that includes that child's full name, grade, dates of absences and the reason for absence. The parent should include a phone number on the absence note for verification purposes. Students, including eighteen year olds, may not write their own notes. **Once a student has been identified as an attendance concern through the RTII process, s/he will be required to provide a note from a health care office, community based agency, or court official in order for BFHS to document the absence as excused.**

TARDINESS

Student admission starts at 7:45 AM every day. Free breakfast is available to all students who report to school between 7:30AM and 8:05 AM. First period begins promptly at 8:05 AM. Students reporting late to school must sign in and obtain a late slip. **Students who arrive to school late without an official note from a medical office, community based agency or court will have an illegal absence recorded from the classes that were missed. The instructional minutes that were lost will count toward the overall attendance for the class. These minutes are calculated over the course of the year and impact the credit hours that are required for content area courses.** Students who consistently arrive to school late may be put on daily report to track attendance and/or have a parent conference scheduled to review attendance data and the impact it has on credit attainment.

EARLY DISMISSAL

Early dismissals may be granted for legitimate reasons at the discretion of the school. Legitimate reasons include academic or personal business that cannot be conducted during non-school hours. Students are encouraged to make physician, dentist and other school appointments after school hours.

Regardless of age, students are required to adhere to all policies and guidelines as follows:

1. Students may not sign themselves out of school for any reason.
2. Students may not exit the school building during school hours without a signed pass from an administrator that is granted because of a work roster, dual enrollment at a local college, or any other incentive that warrants an administrative early dismissal.
3. Students may never exit the building through any door other than the Broad Street doors. For the safety of the school community, all doors are secured with alarms that will be triggered if an unauthorized door is used as an exit.
4. A Parent or guardian that is listed on the student's records in the main office may sign a student out early. **The Parent/guardian must have proper ID. No early dismissals will be granted after 2:30 PM**

19. CLASS CUTTING

Cutting of classes is detrimental to a student's academic performance and often contributes to behavior that is disruptive to the entire school community. Students are marked as cutting if they are marked present in school but do not attend class. Students who cut class will receive a zero for that class and will not be permitted to make up missed work. Missing class due to a late arrival to school without an acceptable excuse is considered a cut. Leaving class at any point during the class period without permission from the teacher will be marked as a cut. Traveling in the halls, stairwells or being in the cafeteria when it is not a student's lunch period without a valid pass from a teacher or school administrator will be considered a cut. **Chronic cutting often leads to subject failure and will result in disciplinary action.**

Advisory- All students are required to be present in Advisory. In order for a student to be excused from Advisory, a written excuse note **MUST** be presented to the Advisor. Student attendance is verified on a daily basis during the advisory period. Transpasses are distributed **ONLY** during the advisory period. If students are absent on the day that transpasses are distributed, they will receive their transpass after school on the next school day. Town Hall is scheduled for each grade level one day per week in the auditorium during the Advisory period. All students must attend Town Hall on their assigned day.

20. TECHNOLOGY

At Benjamin Franklin High School we believe that technology must be at the service of the human person. This is a precious resource when placed at the service of students and promotes integral development for the benefit of all.

At Benjamin Franklin High School we believe that the internet is a tool that needs to be respected and used for the enrichment of learning. With this in mind, it is important that we remember that our schools are founded for educational development and all tools that we use in the education process keep this fact in the forefront. By signing the following policy (included as part of the BFHS Student/Family Guidebook), the parents and students agree that the student will value the advantage of internet and not use it in any manner that violates these manners and ideals.

The acceptable use policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using any and all personal used devices on the school campus. It applies to privately owned devices accessing private networks/internet connections while on school property.

Purpose

The purpose of the school provided technology, including internet access and interactive faculty websites, is to facilitate legitimate educational endeavors. To remain eligible as users, students must restrict their activities to those that are in support and consistent with the school's philosophy and goals. Access to all forms of technology is a privilege that entails the responsibility of the user.

The internet provides worldwide access to computers containing information resources which may not be considered educational value in the context of the school setting or of a suitable nature for school aged students. The school considers the information gathered from the internet and obtained from all other software in the same manner as all other reference materials, in that such resources must enhance the learning environment. The ability to restrict access to any and all inappropriate information is limited when administrators, teachers, students and support personnel are actively encouraged to explore and manipulate these electronic as part of the curriculum.

- School administrators and faculty may review files and monitor all student computers, local area network, and internet activity to maintain system integrity and ensure that all users are acting responsibly, the privacy of the student's files and electronic messaging is not guaranteed in the school setting. Students violating policies governing standards of conduct or the use of technology, including the internet and electronic mail, will be subject to revocation of privileges and potential disciplinary and/or legal action.
- The school makes no assurance of any kind, whether expressed or implied regarding internet services. Use of any information obtained via the internet or other school provided software is at the user's risk. The school will not be responsible for any damages incurred by the user including but not limited to, loss of data resulting from delays or interruptions in the internet or in-school network service or hardware failure.
- The school will not be responsible for the accuracy, nature, or quality of information stored on any fixed or removable electronic media. This technology includes workstations, stand-alone computers, tablet PC's, calculators and servers. Further, the school will not be responsible for personal property used to access school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the internet. These guidelines and all provisions are subordinate to local, state and federal statutes. All users of the school's internet access must also comply with agreements specified in the contract with the internet service provider.

Student Supervision

- School administrators and faculty may review files and monitor all student computers, local area network, and internet activity to maintain system integrity and ensure that all users are acting responsibly, the privacy of student's files and electronic messaging is not guaranteed in the school setting. Use of school-issued devices off the school network may also be monitored. Students violating policies governing standards of conduct or use of technology, including the internet and electronic mail, will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

- Students will not use school computers, networks, electronic mail, or access to the internet to create or transmit text, images, or audio which could be considered as damaging to another's reputation, abusive, obscene, sexually oriented, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to the school policy.
- Students will not post any photographs of other students or faculty without the written permission of that person or in the case of a minor the parents/guardians of the student. Any student who posts a photo without permission is subject to the school's discipline code.
- Photos posted on the internet should not have any identifying information attached to the photos; such as but not limited to name, address, phone number, school, grade, uniform, hobbies, and email-addresses.
- Students will not intentionally damage, misuse, or tamper with any hardware, or software, network system, or information belonging to others, nor allow others to do the same.
- Students will not gain unauthorized access to resources or entities or invade the privacy of others, except as otherwise provided in the policy.
- Students will not post anonymous messages or any material authorized or created by another person without his/her consent.
- Students will not use the school network for commercial or private advertising.
- Students will not use the internet for any illegal activity, including but not limited to violation of copyright laws. Students shall not forge messages or web pages.
- Students will not transmit personal information including, but not limited to names, addresses and phone numbers without written permission from the individual or his/her parents or guardians.
- Students will not respond to unsolicited messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic, or objectionable content.
- Students will not access another person's materials, information, or files without the implied or direct permission of that person. Users will not attempt to read, delete, copy, or modify the electronic communications of any other person.
- Students will not run or download any unauthorized software on school computers.

Student Participation on Social Networking Sites

Social Networking Sites are part of 21st century culture for students. It is important that Philadelphia Public School students understand that they have a responsibility to participate in social networking sites in an appropriate manner. The values and ideals of Benjamin Franklin High School are to be followed in posting comments on a social networking site.

The following points while not comprehensive in nature provide initial guidance.

- Students are not to comment, post, join, or otherwise affiliate with or publish on social networking sites any information including (but not limited to statements, comments, photographs, groups, profiles, or

links to third party websites) that in the discretion of the school or district contains inappropriate content.

- Students are not to infringe upon another's copyright or trademark without appropriate permission.
- Students are not to write or post anything that is sexual in nature.
- They are to refrain from postings that involve illegal, dishonest, or unethical conduct, the use of drugs or alcohol or support or sell drugs or alcohol.
- Students will refrain from postings that are offensive in nature or are considered discriminatory or harassing in nature.
- Postings are to be free from elements that harm the reputation of or cause embarrassment to the school, district, co-workers, or teachers.
- Students are not to interact with current administrators or teachers on a non-academic Social Networking Site. This includes but, is not limited to, listing current administrators or teachers as friends or connections on Social Networking Websites or posting any comments whatsoever on current administrators' or teachers' pages or profiles.
- Students shall screen, block, and/or remove any comments that violate the policy.
- Students should critique any third party comments or postings prior to publication.

CYBER BULLYING

A Safe and civil environment is necessary for students to learn and achieve high academic standards; harassment; intimidation or bullying/cyber bullying (using technology to bully such as posting an inappropriate picture of a student or personal information of a student on the internet) and other violent behaviors will not be tolerated in a school environment.

Bullying includes, but not limited to: threatening physical harm, verbal abuse, intimidation, harassment of any kind and etc.

Consequences

If a student chooses to violate any of the policies from the School District of Philadelphia or Benjamin Franklin High School, appropriate action will be taken. Consequences may include but are not limited to:

- Parent conference
- Detention
- Loss of privileges (extra-curricular activities, non-academic programming, school sponsored events)
- Account Disabled (either temporarily or permanently)
- Suspension
- Withdrawal from Benjamin Franklin
- Expulsion
- Legal action by local, state, federal authorities

COMPUTER LABS AND MEDIA CENTERS

Computer labs and media centers are work and learning centers for all students. Students are encouraged to use the Media Centers for research as well as for selecting books, newspapers, and magazines for leisure reading.

Regulations:

1. The media Center must have an atmosphere conducive to researching, reading, and studying.
2. When applicable, there is a minimum charge for all photocopies and/or computer printouts.
3. Any deliberate misuse of materials and/or equipment may result in a student being denied use of Media Center facilities and/or materials.

4. There is to be no food or drink in any media center/computer lab or when using any school issued technology.
5. The use of inappropriate websites can get the student banned from using computer labs/media centers.

21. STUDENT LIFE/ACTIVITIES

DANCES AND SOCIAL EVENTS

All dances and social events are scheduled for the benefit of Benjamin Franklin High School students. Dances and social events are organized and facilitated by the class sponsors and members of the BFHS Student Government. All students attending the dance must have their BFHS ID card and conform to the standards of conduct established by the school. Students attire must be appropriate for the event and must be in good taste. The BFHS administrators reserve the right to deny students access to school sponsored events if students are wearing inappropriate attire. If students are permitted to bring a guest to any BFHS dance or social event, the guest must submit a guest permission form prior to the event. All guests escorted by Benjamin Franklin students are required to conform to the established school rules and expectations. The BFHS administrators reserve the right to deny guests entry to school sponsored events and/or remove guests from events for failure to comply with school rules.

FIELD TRIPS

Occasionally a class may take a field trip to a destination or an event related to their content area curriculum. All students who wish to attend any school trip must submit a request for Participation form signed by parents/guardians. A phone call will not be accepted in lieu of the written permission slip. Students are expected to follow all established school rules during the duration of the trip. Field Trips are a privilege and students may be denied participation if they fail to meet academic, attendance and discipline requirements.

ATHLETICS

Athletics: Benjamin Franklin High School provides a comprehensive and varied program of interscholastic athletics. Students are given the opportunity to compete in an organized athletics program with athletes from other high schools.

Sportsmanship: Benjamin Franklin prides itself on the sportsmanlike conduct of athletes and fans. Fans are expected to show respect at all times to officials, players, cheerleaders and game administrators. Verbal abuse is unsportsmanlike.

Scholar Athlete Contract: A scholar athlete contract will be presented to every athlete to explain the academic, attendance and behavior expectations of any BFHS athlete. The Principal, athlete, team coach, and a parent/guardian MUST sign this contract before any BFHS student is permitted to play on any BFHS sports team.

Physical and Parental Consent for Athletes: Students who wish to participate in interscholastics must:

1. Have a comprehensive physical examination by a licensed physician prior to the start of the sports season. A new physical is required for each school year and is good for the entire school year. Physicals must be reported on the school form. Doctor's notes and other forms are not acceptable.
2. Execute a Parent Consent Form for each sport in which the student wishes to participate.

Students will not participate in sports if the proper forms are not submitted by the necessary due dates.

POLICY CONCERNING AN INJURY TO AN ATHLETE

If an athlete does not participate in gym or any other class because of illness, the athlete cannot participate in practice and/or game competition on that day or the weekend days immediately following. Concussions: A doctor must clear a student to attend school, with full academic participation, in order for the student to participate in co-curricular events.

22. STUDENT HEALTH

Illness

If a student becomes ill during the day, s/he should obtain a pass to leave class and report directly to the nurse's office. In the event that the nurse is unavailable, the student should report to the main office. If the nurse assesses a student and determines that the student should go home, the parents/guardian are contacted by phone. If the parent cannot be reached, either at work or at home, the emergency number that has been provided by the parents will be utilized. The student must remain in the nurse's office or the main office until someone comes. A student is never permitted to leave school alone.

Administration of Medication

If a student is prescribed medicine during school hours, the following procedures must be followed:

1. The parent/guardian will obtain a medication request form from the nurse. This form must be completed and signed by the physician. A new form and medication order must be received each school year.
2. Medications must be brought to school in the original container bottle with a current date on the label. The label must state the student's name, name of medication, dosage and time to be administered.
3. All medication must be kept in the nurse's locked meds cabinet.
4. Students may not keep any medication in their lockers.
5. Students may not carry any medication on their person or take medication on their own.

If a student complains of headaches, cold, menstrual cramps, etc and requests a pain reliever, acetaminophen (Tylenol) may be given only with written permission from a doctor.

INSURANCE

All accidents must be reported in writing as soon as possible after the occurrence. Forms can be obtained in the Main Office. Accidents must also be reported to your private insurance carrier. Benjamin Franklin High School is a supplemental secondary policy. All claims must be reported to your primary insurance carrier first and then file a claim to the secondary insurer. Please contact the Athletic Director for information regarding the secondary insurance program.

23. DISCIPLINE/ CODE OF CONDUCT

At Benjamin Franklin High School, the Student Code of Conduct outlines all discipline policies, regulations, and actions. These values include respect for others and oneself, cooperation, integrity, responsibility and civility. At the core of Benjamin Franklin's disciplinary process is the self-discipline that is essential to maturing young adults. Therefore, students of Benjamin Franklin are always expected to act with courtesy and respect toward the faculty, staff and each other. They will treat the physical facilities with care, and abide by the rules of conduct that are essential for the well being of the entire school community.

Attendance at Benjamin Franklin is a privilege, not a right. Students who engage in conduct, whether on campus during the instructional day or off campus on the way to BFHS or on the way home from BFHS, that is detrimental to the reputation of our school and community may face disciplinary consequences.

STUDENT CONDUCT POLICY

Benjamin Franklin High School makes every effort to recognize the right of each individual to enjoy extracurricular, academic and social experiences in an environment that is conducive to moral, physical and mental growth. Likewise, the student’s actions, manners and language should reflect the consideration for others. Benjamin Franklin strives in every way possible to create a positive learning atmosphere. While understanding that our students are still in development we still hold them accountable for errors in judgement, for inappropriate conduct, and for hurtful actions.

Disruptive Behaviors	Rule	Consequences Levels				
		Level 1: In-school Interventions (Including In- school Suspensions)	Level 2: Out-of-School Suspension	Level 3: Contract w/ Intervention or Lateral Transfer	Level 4: Disciplinary School Assignment	Level 5: Disciplinary School Assignment w/Expulsion Referral
Failure to follow classroom rules/Creating disruption	1A	✓				
Failure to carry hall-pass and/or appropriate ID	1C	✓				
Failure to participate in class/Unpreparedness	1D	✓				
Truancy/Excessive tardiness/Cutting class	2	✓				
Possession of inappropriate personal items	3B	✓				
Profane or obscene language or gestures	4	✓				
Inappropriate use of an electronic device	5B	✓	✓	✓	✓	✓
Mutual fighting (without serious bodily injury)	6	✓	✓			
Forgery of administrator, teacher, or parent's/guardian's signature	7	✓	✓			
Alteration of grade reporting, excuse notes, and/or school documents	8	✓	✓	✓	✓	
Destruction and/or theft of property (less than \$500)	9	✓	✓	✓		
Harassment (including Sexual Harassment)	10A	✓	✓	✓	✓	✓
Bullying/cyber-bullying	10B	✓	✓	✓	✓	✓
Intimidation	10C	✓	✓	✓	✓	✓
Sexual act (consensual)	11	✓	✓	✓		
Threatening students/staff with aggravated assault	12		✓	✓	✓	✓
Destruction and/or theft of property (totaling \$500 or more)	13		✓	✓	✓	
Breaking and entering school property	14		✓	✓	✓	
Robbery	15A		✓	✓	✓	✓
Extortion	15B		✓	✓	✓	✓
Mutual fighting (with documented serious bodily injury)	16		✓	✓	✓	
Simple assault on a school community member	17		✓	✓	✓	
Possession of alcohol and/or drugs	18		✓	✓	✓	✓
Possession and/or use of fireworks, incendiary devices and/or explosives	19		✓	✓	✓	✓
Instigation and/or participation in a group assault	21		✓	✓	✓	✓
Aggravated assault	22			✓	✓	✓
Sexual act (non-consensual)	23		✓	✓	✓	✓
Possession of a weapon	24				✓	✓
Reckless endangerment	25		✓	✓	✓	✓

*Consequence Levels are not mutually exclusive. If a student is referred to the Office of Student Rights and Responsibilities, that student will also be suspended out of school for some period between 1-10 days. Please note disciplinary hearings ONLY apply to 6th-12th graders. There are NO out of school suspensions for the following violations: 1A, 1B, 1C, 1D, 2, 3B and 4.

Benjamin Franklin High School pledges to make every effort to assist our students and their parents to resolve any disciplinary matters in a fair and just manner. At the same time, we are mindful that the welfare of the entire school community needs to be considered while formulating a solution for an individual student’s problem or crisis. Please note that based on the seriousness of a student’s issue, the school may recommend withdrawal from Benjamin Franklin High School. The request for withdrawal from BFHS will be made in consultation with the office of student rights and responsibilities of the School District of Philadelphia.

APPROPRIATE LANGUAGE

Students are expected to use appropriate language during the course of the school day, as well as on the way to and from school and while attending any school activity whether held on or off campus.

In the same context, students are expected to treat each other with respect. Any accusation of harassment (sexual, ethnic, racial, and physically impaired) or physical abuse will be vigorously investigated and appropriate sanctions will be leveled if the accusation is determined to be factual. (See School District of Philadelphia policy on bullying and harassment.)

AFTER SCHOOL/ SATURDAY DETENTION

A teacher or school administrator may require a student to report for a 30 minute detention at dismissal time.

Students will be permitted to call home to inform a parent/guardian of the detention. In the event that a student can not serve the detention on the day of the offense, the student will be required to serve the detention the following school day. Students who choose not to attend detention may be required to attend a Saturday School session as an alternative to suspension. Students will receive a letter informing parents/guardians of the date and time of the Saturday session. Students will be responsible for their own transportation to school for Saturday School.

Please note that an extracurricular activity and/or athletic practice or game does not excuse a student from fulfilling his/her obligation to attend the detention. Failure to report to detention will result in suspension from extracurricular activities until the detention is served. After school detention may be assigned for all level one infractions under the student code of conduct.

SUSPENSION

When a student receives an out-of-school suspension, an Administrator immediately withdraws him/her from class and notifies the parent/guardian. A suspended student may not return to school unless accompanied by a legal parent/guardian (as indicated on the students' records) to meet with the Climate Manager and/or Principal and AP. A suspended student may not participate in or attend any co-curricular activities during the time of the suspension. A parental conference with the the Climate Manager and/or Principal/AP is necessary before a student will be readmitted to school. **Reinstatement conferences will be held ONLY at the scheduled time. If a parent/guardian cannot attend during the scheduled conference time, he or she should call the school immediately to schedule an alternative time.** Please note that due to morning admission duties, cafeteria schedules, administrative meetings, professional development sessions and other professional responsibilities an administrator may not be available to meet at times other than a scheduled conference time.

A Student may serve an out-of-school suspension for a period of up to five school days for any level two infraction in the student code of conduct. In addition the student may be eligible for a disciplinary hearing in accordance with the Student Code of Conduct. If a student does not report back to school for a reinstatement on the day that the suspension ends, all absences after the suspension period will be coded as unexcused.

24. DRESS CODE

Personal cleanliness and neatness in dress and appearance are demanded at all times. The dress code is in effect from the first day of school until the last.

Our school uniform for all students:

- Official Ben Franklin High School Uniform Polo-Shirt (Navy blue or Gray) or a school sponsored BFHS shirt
- Black or Tan pants
- Sneakers and Shoes ONLY

- JROTC must wear their uniforms on inspection days
- Athletes may wear their team jersey on game days

Dress Code Violations (not permitted at any time)

- Steel toed shoes (unless you are in welding)
- Sandals or slippers **Students deliberately arriving with this foot covering will have the slippers/sandals confiscated and will be required to call home for appropriate uniform shoes.**
- Hats or bandanas
- Sheer (see through) garments
- Ripped and/or stapled pinned skirts or sweaters, or jeans.
- Crop tops or exposed torsos.
- Low cut pants that expose undergarments

On announced occasions, students are given the privilege of attending school out of uniform. Dressing appropriately for school is not the same as dressing for leisure outside of school.

Religious Attire

Students are permitted to wear religious attire, that does not violate the dress code and appropriately cover the student from collar to knee. Students in religious uniform must still be within compliance of the school uniform policy.

The school administration will deem if a student is in compliance with the uniform dress code. Students entering school inappropriately dressed may be required to change into appropriate attire.

No student may wear torn clothing; shirts with inappropriate logos, i.e. promotion of alcohol, drugs, or sexuality; bare midriffs; excessive jewelry; ill-fitting pant or excessive length. Backs and both shoulders must be covered.

Dress Up Guidelines (includes interview days, formal ceremony days and Graduation days)

Ladies may wear knee length skirts and dresses. Spaghetti straps, halter, or tank top dresses must have a wrap or cardigan sweaters that must be worn to cover the back and shoulders. Dress pants may also be worn. Shoes, not sneakers, must be worn. Ladies should consider comfort and safety when selecting a shoe with a heel. **Ladies may not wear strapless attire, any low cut top, or sheer material that is revealing.**

Gentlemen must wear dress pants, shirts with a collar, and comfortable shoes. Ties are preferred.

No student may wear sheer or torn clothing, shirts with inappropriate logos, or bare midriffs. Backs and both shoulders must be covered. Excessive jewelry, body piercing, tattoo and hat dress code policy remains in effect on dress up days.

The administrative team will determine if a student complies with the dress code. Students deemed not appropriately dressed will be required to call home for a change of clothing. If a parent/guardian cannot be reached the student may be assigned to an alternative space to complete classwork.

25. HALL PASS

All students traveling through the building during the school day require a hall pass. **The only official school pass is a Blue teacher issued pass.** Any student without his/her own hall pass may not leave the classroom. Bathrooms will not be opened for students who do not have a hall pass. Students will also not be given permission to enter a teacher's class while the teacher is not present in the room.

26. PERSONAL POSSESSIONS

BFHS assumes no responsibility for money or personal items left in classrooms, lockers, bathrooms, hallways, cafeteria or any location in the school or at a location where a school function is held. Students are responsible for all their personal possessions. Classrooms and students will not be searched for missing cell phones. As a general rule students should not bring valuables to school. If they choose to do so, they are doing so at their own risk. All lost or stolen while unattended cell phones/electronic devices are to be reported to small claims court.

Cell Phones and Electronics: may be used for instructional purposes, as directed by the teacher. **Technology is available for students to utilize in all classrooms and in computer labs; therefore cell phones will never be required as an instructional resource.** We are a BYOD school, **the school is not responsible for lost or stolen electronics.** Phones that are carried by students during the school day is their responsibility. Cell phones with reader and/or internet capabilities are encouraged to be used when directed by the teacher. **No headphones/earbuds can be worn in classrooms or in hallways of the school.**

Lockers: Students may be assigned a hallway locker for their personal use. Students may not share or change their lockers. Students are permitted to go to their lockers before and after school and in between classes. It is recommended however, that students carry books for two class periods to avoid being late to class. Students are not permitted to use their lockers during class periods. Students are responsible for the cleanliness of their locker inside and out. Any problems with lockers should be reported immediately to the Climate Manager office where the student fills out a locker request form.

Lockers must be kept locked at all times. The school assumes no responsibility for lost or stolen property due to negligence. Any student who deliberately damages or writes on a locker will be required to pay the full cost of repair and risks losing the privilege of having a locker. The administration has the right and responsibility to inspect lockers at any time.

Money and Valuables: The school is not responsible for any loss of money and/or valuables. Students should not carry large amounts of money.

Solicitation: No student is permitted to sell or take orders for any merchandise or service or collect any money on school property without the permission of the principal.

Textbooks: Students are financially responsible for textbooks and other materials issued to them by the school. All textbooks must be covered as soon as possible to protect them from undue wear and damage. Students will be required to pay for lost, damaged, or missing materials on loan.

27. STUDENT IDENTIFICATION CARDS

Student identification cards are a mandatory requirement so that the BFHS administrative team can insure the safety and security of the entire school community. Students must wear ID card on a lanyard at all times when on campus. Any staff member during the school day, after school, or at any school functions may request the ID card. It will be considered a serious discipline matter if a student fails or refuses to surrender their ID upon request.

Replacement IDs are issued at a cost of \$5.00 each. When a student withdraws from the school the I.D. card must be surrendered. Student automatically accrue a fee of one dollar per day (\$1.00) when they don't have their BFHS ID card to swipe into the building during morning admission.

28. TRANSPASS DISTRIBUTION

Students living 1.5 or more miles from BFHS are eligible to receive a free Septa transpass which is valid from 5:30 am-7:00 pm on school days only. Eligible students' names will appear on a list generated by the school district. Newly eligible students to BFHS may have to wait at least one week for their names to appear on the list. Transpasses will be distributed in advisory on Fridays. Students must be in their advisory and have their BFHS ID card to receive their transpass. This is the only time during the instructional day transpasses will be distributed each week. If students are absent on Friday they must present a copy of their absence note or other emergency documentation to an administrator or designee to receive their transpass after school at 3:30 pm on the following Monday. **Students are required to have their BFHS ID and provide their signature on the transpass log when they receive a transpass each week. Under no circumstance may a student ever sign another student's name to receive a transpass.** If this occurs it will be considered a fraudulent action and referred immediately to school administration. The school is issued only enough transpasses for the eligible students; therefore, if a transpass is lost, it cannot be replaced by the school.

29. SUSPECTED SUBSTANCE ABUSE

Students, including 18 year olds, in possession of or suspected of being under the influence of alcohol, illegal depressants, stimulants, or hallucinogenic drugs or drug paraphernalia at any time during the school day or at any co-curricular activity (on or off school property) are liable to be dismissed from Benjamin Franklin High School. Due process for being under the influence of drugs/alcohol will be as follows:

1. The school nurse will take the student to a protective environment for observation. The nurse will visually and externally examine the student. A copy of the report shall be available for the parents/guardians and the Principal. If the results of the nurse's examination indicate the student is under the influence, the Principal/designee will immediately notify the parent/guardian.
2. If the parents cannot be reached and the student is in need of medical attention, the school will call an ambulance immediately.
3. A report will be made to the BFHS school police officer and the student will receive the appropriate disciplinary action. Minimally, a parent conference will be held with the Principal or his/her designee prior to the student returning to BFHS.
4. The student may be referred to the counselor or an outside agency to provide additional intervention support.

Tobacco Use Policy

Tobacco Use Prohibited

No student is permitted to use or possess any tobacco product, at any time, on school grounds and property or at any school sponsored events on or off campus. (e.g. field trips, proms, sporting events)

Definition of Tobacco Products and Tobacco Use

Tobacco products are defined to include but not limited to cigarettes, cigars, e-cigarettes, blunts, pipes, chewing tobacco, rolling papers, and any other items containing or reasonably resembling tobacco products. Tobacco use includes smoking, chewing, dipping, vapor, and any other tobacco products.

Compliance of Students

In recognition that tobacco use is a public health issue and that tobacco is a gateway drug and highly addictive, we recognize that intervention, rather than punishment is the most effective way to address violations of the policy. Students who violate the school's tobacco-use policy will be referred to the Climate Manager who may refer the student to the school counselor, school nurse, or community based agency as necessary. Parents/Guardians will be notified of all violations and the school will take appropriate actions.

30. GENERAL INFORMATION

A. ATHLETIC ELIGIBILITY REQUIREMENTS

Benjamin Franklin is a member of the Pennsylvania Interscholastic Athletics Association (PIAA) and follows the eligibility policies of the PIAA.

The following is used to determine the eligibility of a student to participate in co-curricular activities based upon his/her academic performance. Ben Franklin acknowledges that the full cooperation of parents, faculty, administrative staff, coaches, and moderators is necessary to insure the uniform enforcement of this policy. All Benjamin Franklin High School Student Athletes must maintain eligibility according to the PIAA.

All scholar athletes and their team coach will be required to sign the BFHS Scholar Athlete contract prior to participating in any BFHS sport. Additionally, scholar athletes will be required to review this Student/Family Guidebook with a parent/guardian and sign off on the signature sheet before participating in any BFHS sport. All scholar athletes will be required to complete 10 hours of community service outside during each athletic season. Community service hours may not be completed during instructional time.

All scholar athletes will uphold the academic, attendance and behavior expectations that have been established by the BFHS administrative team. Scholar athletes who are on attendance or academic probation status will be required to provide the team coach with a daily report signed by all teachers prior to participating in any sporting activity.

A student may be declared ineligible at any time for academic, attendance and/or disciplinary reasons by the administration at the recommendation of a committee comprised of the Principal, Climate Manager, Athletic Director, Teacher representative.

As a means of clarification, a student's eligibility to participate in activities includes but is not limited to maintaining or setting up of equipment, scorekeeping, attending practices or other duties that are connected to that activity.

An ineligibility list will be updated each month and given to the administration, faculty, coaches and moderators. The ineligibility list will be in effect until the conclusion of that semester.

EXAMINATIONS

Definite dates and times are provided for final examinations. Students who are absent on the day of a final examination without a doctor's excuse or previous approval of the administration may receive an automatic failure for the exam.

B. CAFETERIA

Students are required to eat lunch in the cafeteria **during their lunch period only**. Students are to enter and leave the cafeteria in an orderly, quiet manner mindful of nearby classes that are in session. Students should visit lockers prior to entering the cafeteria and must have a hall pass to leave the cafeteria for any reason other than using the lavatories located in the hallway near the cafeteria.

RULES:

1. All food must be eaten in the cafeteria or areas designated by the Administration.
2. Students must form a single line in each serving area and observe order
3. No one is permitted to jump the line.
4. Students must remain seated when eating
5. Before leaving the cafeteria all students must:
 - a. Clean their area of the table
 - b. Place trash in the proper receptacles and recycle bottles and cans in the recycling bins.

The Administration and/or Faculty/Staff monitoring the cafeteria, may, at their discretion, change the seat of any student who causes disruption in the cafeteria or who fails to follow the cafeteria rules.

C. EMERGENCY SCHOOL CLOSING

Emergency or weather-related closings will be announced using the school district website and KYW 1060 AM Radio under the School District of Philadelphia. In rare cases, the school may decide to dismiss early due to inclement weather or an unforeseen emergency. In this event, a phone call will be made using the BFHS one call system notifying parents/guardians of an early dismissal. PLEASE be sure to keep an updated phone number on file in the main office so that you are included in one call messages from BFHS.

D. ANNOUNCEMENTS

Announcements are conducted at the end of the day for the entire school. Only in extreme circumstances will announcements be made at other times. It is essential that silence and courtesy be observed when anyone is speaking over the public address system. Students should be quiet and attentive while these announcements are being made.

31. SCHOOL POLICIES

FIRE AND EMERGENCY DRILLS

Fire and emergency drills are held every month in accordance with state law. All students must become acquainted with the fire drill instructions of every room where they have occasion to find themselves throughout the day.

During fire and emergency drills, absolute silence must be observed, since further instructions may have to be given over the public address system or in the hallways, cafeteria or auditorium.

At the first sound of the fire alarm:

1. Students should move quickly and quietly in an orderly fashion from the classroom and should follow the directions posted in the room.
2. Students are to move to the assigned location away from the school building in total silence and should follow any command given by those in authority.
3. The last student is to close all doors to eliminate danger of drafts.
4. The teacher is to make a rapid final check of the room, take the classroom emergency binder (containing roll sheets and red/green attendance verification cards) and follow the class to its assigned place where roll should be taken immediately. If all students are accounted for during roll call the teacher will display a green card. If a student is missing from roll call the teacher will display a red card.
5. Students are not to carry any books and are to remain silent and attentive at all times.
6. Students are not permitted to go home from a fire drill or an actual emergency. Leaving the school facilities or shelter in place is grounds for disciplinary action.

The above rules must be strictly enforced since they are necessary for the safety of all.

STUDENT VISITORS

Students are **not** permitted to bring guests to Benjamin Franklin. No student from another school is permitted on the BFHS campus during school hours for any reason including to visit a faculty or staff member.

PRAYER

Students who need to pray during the day for religious reason may do so with a written permission slip from their parent guardian or religious leader. Accommodations will be provided according to request.

FUNDRAISING

All BFHS groups, clubs and organizations must obtain permission from the Principal prior to beginning any fundraising activities. Fundraising requests should be made in writing via email to the Principal and should include details about the fundraising event such as who will participate in the fundraising event, the cost of the fundraiser and the purpose for the fundraiser. The faculty sponsor is solely responsible for collecting the money for his/her fundraiser and giving it to the School Operations Officer to deposit into the safe each day. Faculty members should never hold on to fundraising money after school hours. In the event that the School Operations officer is unavailable, the fundraising money should be handed over to the Principal at the close of business on the day that it was collected. All fundraising money should be secured in an envelope. The envelope should be labeled with the name of the fundraiser, the sponsor's name and the amount that is being deposited.

VISITORS

All BFHS visitors must report to the Broad Street main entrance, sign in and obtain a visitor's pass. The school requires a state issued ID with photograph. The school reserves the right to deny access to the building to anyone who does not produce proper identification. Once admitted, the visitor's pass must be visible at all times. All visitors will be sent to the main office so that they can be assisted by the school secretary.

Calendar : 2018 – 2019

* Since the calendar is subject to change during the course of the school year, the web version may contain updates not reflected in the printed version of this publication.

The following is the calendar for all schools and Pre-Kindergarten Programs for the 2018 – 2019 school year:

Date	Activity
August 20, 2018	First Day for Staff
August 20 – 22, 2018	District-wide Professional Development
August 20 – 23, 2018	Kindergarten Parent/Teacher Interviews
August 23, 2018	School-based Professional Development
August 23, 2018	Ninth Grade Orientation
August 24, 2018	Reorganization – <i>Academic Year Preparation K-12</i>
August 27, 2018	First Day for Grades K-12 – <i>Student Attendance</i>
August 27, 2018	First Day for Head Start and Bright Futures – <i>Student Attendance</i>
August 31, 2018	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
September 3, 2018	Labor Day – <i>Schools Closed and Administrative Offices Closed</i>
September 10, 2018	Rosh Hashanah – <i>Schools Closed and Administrative Offices Closed</i>
September 19, 2018	Yom Kippur – <i>Schools Closed and Administrative Offices Closed</i>
September 21, 2018	2019-2020 School Selection Process Begins
October 2 – 4, 2018	Interim Reports
October 5, 2018	Professional Development Half Day – <i>3 Hour Early Dismissal</i>

November 2, 2018	School Selection Process Ends
November 6, 2018	Election Day – <i>Full Day Professional Development (Staff Only)</i>
November 7 – 9, 2018	Report card conferences
November 12, 2018	Veterans’ Day Observed – <i>Schools Closed and Administrative Offices Closed</i>
November 22 – 23, 2018	Thanksgiving Holiday – <i>Schools Closed and Administrative Offices Closed</i>
December 11 – 13, 2018	Interim Reports
December 24, 2018	Winter Recess – <i>Schools Closed</i>
December 25, 2018	Winter Recess – <i>Schools Closed and Administrative Offices Closed</i>
December 26 – 28, 2018	Winter Recess – <i>Schools Closed</i>
December 31, 2018	Winter Recess – <i>Schools Closed and Administrative Offices Closed</i>
January 1, 2019	New Year’s Day – <i>Schools Closed and Administrative Offices Closed</i>
January 18, 2019	Professional Development Day – <i>Staff Only</i>
January 21, 2019	Dr. Martin Luther King Day – <i>Schools Closed and Administrative Offices Closed</i>
January 30 – February 1, 2019	Report Card Conferences
February 18, 2019	Presidents’ Day – <i>Schools Closed and Administrative Offices Closed</i>
February 26 – 28, 2019	Interim Reports
March 1, 2019	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
April 3 – 5, 2019	Report Card Conferences
April 12, 2019	Professional Development Half Day – <i>3 Hour Early Dismissal</i>
April 18, 2019	Spring Recess – <i>Schools Closed</i>
April 19, 2019	Good Friday – <i>Schools Closed and Administrative Offices Closed</i>

April 22, 2019	Spring Recess – <i>Schools Closed</i>
May 7 – 9, 2019	Interim Reports
May 14, 2019	Pennsylvania Primary Election Day (Tentative) – <i>Schools Closed</i>
May 27, 2019	Memorial Day – <i>Schools Closed and Administrative Offices Closed</i>
May 31, 2019	Graduation Window
June 3 – 4, 2019	Graduation Window
June 4, 2019	Last Day for Students
June 5, 2019	Last Day for Staff