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Franklin Towne administration reserves the right to make additions and/or changes to the student handbook during 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 all changes made to the online student handbook by monitoring the school's website.

www.es.franklintowne.org

STUDENT HANDBOOK AND CODE OF CONDUCT

School Year 2023-2024

I. ACADEMICS

Franklin Towne Charter Elementary School creatively works to ensure that all students have progressed and are ready to advance to their post-elementary pursuits. Students must demonstrate progress and learning to promote and graduate.

As such, FTCES has developed resources and policies to create opportunities for all students. Tutoring is available when necessary. FTCES encourages parents to participate in their child's learning by communicating concerns to teachers.

Below is an outlined overview of FTCES's academic program, which is designed for each child to succeed.

GRADES, HONOR ROLL AND REPORT CARDS

FTCES believes that recognizing student achievement is important. Below is the grading policy, outline of Honors requirements and reporting schedule.

- **Grading** - FTCES has adopted the following grading policy:

A+	100 – 95	B+	89 – 85	C+	79 – 75	F	Any Grade Below 70
A	94 – 90	B	84 – 80	C	74 – 70		
- **Online Grading:** FTCES utilizes PowerSchool as our online gradebook. This system can be accessed via our school website at www.es.franklintowne.org. Online grading allows students and parents access to all grades and assignments and is updated daily. Each student and parent will receive passwords to access the system. Students and parents are also encouraged to monitor the school website regularly for important updates and information. Through PowerSchool students and parents will be able to monitor test scores, homework assignments, student attendance and behavior notification.
- **Honor Roll** - The Honor Roll designates student achievement. Each marking period, students with high academic success who meet the parameters below are recognized as Honor Roll students. Determination towards honor roll is found by calculating a student's average grade for an individual marking period. The level of honor roll earned is dependent upon the numerical average and the value of a student's lowest grade as shown below:
 - **First Honors:** average of 95 and above, no grade lower than 95
 - **Second Honors:** average of 90-94, and no grade lower than 90
- **Report Cards** – There are four marking periods per year. The first two marking periods and the second two marking periods each make up a semester. Report card grades will be available to view on our online gradebook, PowerSchool, at the end of each marking period.

PROMOTION AND GRADUATION

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 policy also includes all incoming transfer students.

Students may gain the necessary credits by enrolling in a pre-approved summer school program; either through a FTCES program (if available) or another accredited institution approved by FTCES. FTCES 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.

STUDY HALL

Study Hall: Students are expected to remain in their seats quietly working independently on school assignments. During study hall, students may receive appointment slips to see their teachers for tutoring and missing work. Students are not permitted to leave Study Hall at any time without written authorization that must be presented to their Study Hall teacher.

- Students are to remain silent and seated, working productively on school assignments, or silently reading for the duration of the Study Hall period.
- Students must come prepared each day to Study Hall and will not be permitted to leave the room or put their head down for any reason.
- All questions from students should be directed to the staff member proctoring the Study Hall period.

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. While we strongly encourage parental involvement in their child's academic studies, it is critical that any assignment that is completed for school be a creation by the student, not a fabrication by the parent. Students who participate in academically dishonest behaviors undermine the mission of the school, and such behaviors will not be tolerated.

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

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

Examples of cheating include, but are not limited to:

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

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

Examples of copying include, but are not limited to:

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

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 lab report without doing the experiment.
7. Falsifying lab data.
8. Students must obtain permission from me before using AI composition software (like ChatGPT) for any assignments in this course. Using these tools without my permission puts your academic integrity at risk.

Academic Dishonesty Penalties

- **First offense:** teacher issues a demerit or detention (based on severity additional penalty up to a (1) day suspension may be issued) and the student shall complete the assignment.
- **Additional offenses:** teacher reports instance to Dean or Assistant Principal for a suspension (based on severity any penalty up to three (3) days suspension), student must redo the assignment to a satisfactory level.

BLOCK SCHEDULING FOR GRADES 6-7-8

To best prepare FTCES students for the demands of high school studies, FTCES will operate in a Block Format during the school year for grades 6-7-8. Block scheduling is a type of academic scheduling model in which each student has fewer classes per day for a longer period. By utilizing a Block Schedule FTCES 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.

HOMEWORK AND PROJECTS

All students are expected and required to complete all homework and projects completely and on time. Completion of homework and projects is valued at Franklin Towne as an important action towards academic success. If students are unable to complete projects on time or sufficiently in adherence to teacher directions, they will be met with by their teachers during Study Hall and/or through before or after school appointments 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 in Grades 4-8 is subject to progressive disciplinary action.

Homework Policy

- Any student who fails to turn in a completed homework assignment on time will receive a demerit and a parent/guardian contact from the teacher (i.e., email).
- If a student receives 3 homework violations in a week, they may be assigned a two-hour administrative detention on a Friday.
- If a student received 6 homework violations in a quarter, they may receive an Administrative 2-hour detention, possibly on a Saturday.
- If a student receives 9 homework violations in a quarter, student will lose their right to participate in school sponsored activities.

Projects

FTCES utilizes Projects as an interactive and authentic form of student assessment. Projects are an ongoing series of assignments that should require students to perform real-world tasks that demonstrate meaningful application of essential knowledge and skills. Projects require consistent monitoring of student progress, understanding, and performance using checkpoints and a rubric that is discussed with students at the time the project is assigned. For those students not completing the tasks necessary to complete the project, a series of interventions should be implemented to identify the problem and rectify it as soon as possible.

For any student that does not turn in a completed project on the due date teachers will:

1. Meet with students to identify why the project isn't complete, clarify with the student the project, expectations, and set a plan for completion of the project.
2. Make phone call(s) home and discuss and explain the situation to the parent.
3. If student does not turn in project within 3 days of due date and all steps were followed, further disciplinary action may take place, including but not limited to daily detention, Friday detention, and Saturday detention.
4. If further interventions are not successful, the student will be referred to administration for suspension or other corrective measures to ensure completion of the project.

Teachers will refer to department policies concerning point deductions for missed work. Regardless of possible grade outcomes, every student must hand in every project that is assigned.

ENROLLMENT POLICY FOR FTCES SIBLINGS

FTCES will give priority admission to students who are legally the sibling of a current student enrolled at the elementary school.

GUIDANCE OFFICE

FTCES guidance office is available to assist students with a variety of needs:

- Information regarding academic progress and possible interventions/supports for struggling students.
- Opportunities for academic enrichment at FTCES
- Attendance items and resulting standing as an FTCES student.

Students may fill out a request for appointment slip to meet with the guidance counselor. Parents, as well as students, may contact the guidance office for support.

RETENTION POLICY

At the conclusion of the school year, it may be determined that a student would benefit from grade retention; the process of repeating a year at their current grade level. Students should not be promoted if they haven't been able to meet the social and academic challenges of their current grade. Administration examines a student's data thoroughly before recommending a student for retention or promotion.

Parents of students who may be considered for retention will be notified. A conference will be held at that time to examine current interventions implemented. All options for remediation that are appropriate and offered in the school will be made available to the student. It is recognized by this policy that retention is a last resort, and all available options should be attempted prior to the recommendation of retention.

SPECIAL EDUCATION

FTCES provides a first-class special education program for students with special needs. FTCES employs several models for educating students with special needs including, but not limited to inclusion, learning support, social/emotional support, etc. Students are placed in the Least Restrictive Environment based on their Individualized Education Program (IEP). Newly enrolled students who report to Franklin Towne that indicate that they currently receive special education services may be evaluated to ensure appropriate placement in academic classes and that all necessary supports are provided to the student. For further information on policies and procedures please contact the Special Education Coordinator.

TESTING PROGRAM

Students are assessed at FTCES via standardized tests throughout the school year for a variety of purposes. Below is an overview of the Pennsylvania State Assessment.

PSSA Exams

The PSSA exams are standards-based, criterion-referenced assessments which provide an understanding of student and school performance related to the attainment of proficiency of the academic standards. These standards in English Language Arts, Mathematics, and Science and Technology identify what a student should know and be able to do at varying grade levels. FTCES designs curriculum and instruction to ensure that students meet or exceed the standards' expectations. Every Pennsylvania student in grades 3 through 8 is assessed in English Language Arts and Math. Every Pennsylvania student in grades 4 and 8 is assessed in science. Students subject to these examinations are required to be in school on the days testing is administered.

PSSA Exams are designed to be administered in multiple assessment periods or sessions. The results of PSSA exams are separated into individual student scores, school score, and district and state group results. Individual student scores are sent directly from the assessment company to the school so they may provide a hard copy of individual results to parents. The district, school and state group data, without individual student identification, are sent to the Department of Education. The results are compiled by district/school building to determine the achievement levels of Pennsylvania students and how schools in the Commonwealth are performing. They also provide results to the school district for consideration in the development of strategic plans and curriculum alignment. The assessment data is provided to the public at large in district profiles that are accessible on the PDE website at www.pde.state.pa.us.

Parents have the right to view a copy of a PSSA exam prior to testing to determine if any items on the test conflict with religious views. Viewing of the test must be in the presence of a school administrator and the testing coordinator, and a written request must be received prior to testing. Exact testing dates are available on the school calendar and on the school website at www.franklintowne.org

BOOK/CONSUMABLE POLICY

Published materials will be issued to students. Each student is responsible for the care of the materials that were specifically assigned to them. If a student damages or loses materials that were issued to them, payment must be made for the replacement of those materials at the time that the damage or loss occurs. If they do not return these materials that were assigned to them, or they are not paid for in full, that student will not receive credit for the course and their grade will be withheld until payment is made.

TRANSCRIPTS

A student applying to a high school will need to include a transcript (a listing of all courses taken with corresponding grades) with the application. Students must obtain a Transcript Request form from the main office. The Transcript Request form must be filled out in its entirety. Requests will be completed within 5 school days after receipt of the Transcript Request form. The student/parent will be responsible to submit all required documents to prospective high schools.

TRANSFER STUDENTS

All transfer students are required to provide documentation of prior coursework. Students who fail to provide such documentation will have to re-take some classes, and their promotion may be delayed.

II. ATTENDANCE

Franklin Towne Charter Elementary 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.

All students in grades 1-8 must swipe into the building prior to 7:55 a.m., to be considered on time for school. All Kindergarten students must report to the building prior to 8:25 a.m. to be considered on time for school. Dismissal on Monday-Thursday for grades 1-8 is 3:00 p.m. Dismissal time for Kindergarten on Monday-Thursday is 2:30 p.m. On Fridays, dismissal time for grades 1-8 is 1:30 p.m. On Fridays, dismissal time for Kindergarten is 1:15 p.m.

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' websites or email their teachers for missed homework and assignments. We will send out periodic letters to let you know if your child is in jeopardy of losing credit and not being promoted to the next grade level due to excessive absences, but ultimately it is your responsibility to know if your student was in school or not by checking homework, class assignments, notes, etc. If your child has excessive absences, you will be required to come to the school to help develop an attendance improvement plan for your child. You can check the online grading system at any time to verify student attendance.

The school building will officially open at 7:00 a.m. Students are not permitted in the building prior to 7:00 a.m. unless there are qualified personnel in the building to supervise them for safety and security reasons. All students may enter the main building through the Gymnasium entrance beginning at 7:00 a.m.

In the event a student needs to leave early for an early dismissal, students in grades 1-8 on Monday-Thursday are required to be in school from the start of the day until 12:45 p.m. to receive credit for that day. Also, if a student is arriving late to school on Monday-Thursday, a student must also arrive prior to 10:45 a.m. and stay until student dismissal to receive credit for that day. Students in grades 1-8 leaving for early dismissals on Fridays must be in school from the start of the day until 11:30 am or must not arrive later than 10:00 a.m. (and stay the rest of the day) to receive credit for that day.

In the event of an early dismissal from kindergarten on Monday-Thursday, a student must be present from the start of the day until 12:30 p.m., to receive credit for that day. Students in Kindergarten leaving for early dismissals on Fridays must be in school from the start of the day until 11:30am to receive credit for that day.

Absence: An absence is defined as a day that a student does not attend at least 65% of classes on a regularly scheduled school day. The school reserves the right to decide as to whether the student will receive credit for the day based on the nature of the absence. Any student who is

absent from school or requires an early dismissal will be restricted from attending any after school activity. Students are required to be in school for the full day to attend any school sponsored extracurricular activity.

Excused Absences: For your child's absence to be excused, the school must receive a note from the parent or guardian within 72 hours of your **child's return to school**. Absent notes must be submitted electronically, and absences will not be excused for notes submitted after 72 hours of the return date. To submit an excuse note, the parent/guardian should select the Towne Parents drop down at the top of <https://es.franklintowne.org/>, then the Attendance drop down on the left-hand navigation bar. You will be given a submenu from which to choose Absence Note that 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 ficeattendanceclerk@franklintowne.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 in order to be excused.)
4. Documented Court Appearance

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

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

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

Unlawful Absence Definition: An unlawful absence is defined as a day that a student does not attend at least 65% of classes on a regularly scheduled school day AND does not submit proper documentation as outlined above within 72 hours of the child's return to school from the absence. The school reserves the right to decide as to whether the student will receive credit for the day based on the nature of the absence. Also, after a student's eighth (8) absence, a doctor's note is required for the absence to be lawful, if there is no doctor's note, the absence will be deemed unlawful.

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

When a student is absent one or two days they should return to school and turn in assignments on the day they are due. It is the absent student's responsibility to check for assignments online, make them up and turn them in. To receive credit, the student must properly document the absence, and turn in the work on time and complete. Unlawful absences or incomplete work will result in a grade of zero for the gradebook.

When a student is absent three or more days consecutively, it may be necessary for the parent/guardian to attend a meeting with the student's guidance counselor to create a schedule and guide for make-up work. If the parent/guardian fails to attend a meeting with guidance related to properly documenting the absence and submitting schoolwork the absences will be recorded as unlawful.

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

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

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

1. Parents / legal guardians will receive notification upon the student's third (3rd) unlawful absence of the school year. This notice will include a description of the consequences that will follow if the child becomes habitually truant in the future.
2. A parent / legal guardian will be required to meet with a designated school official for any student who accumulates six (6) unlawful absences, and / or eight (8) total absences any time during the school year. The FTCES administration will meet related to the individual circumstances of a student and absentee is and create an improvement plan based on 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 FTCES administration will implement an individual improvement plan for each student. Once the plan is implemented the attendance clerk will create benchmarks / goals to track bi-weekly.
4. The FTCES administration 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. 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.

HIGH SCHOOL VISITS

8th graders wishing to visit a high school may do so one time as an excused absence. Proof of their visit must be obtained from the high school and submitted to the front office. Any high school visit beyond a student's one allotment, or that requires multiple days at one high school due to travel concerns, requires approval by Franklin Towne administration.

Early Dismissal Policy

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

The procedures for procuring an early dismissal are:

1. Student is to bring to the front office a note signed by the parent/guardian. Notes can also be submitted through the attendance page on the school website. 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. Any student leaving for an early dismissal must be picked up by a parent or guardian that are listed on a student's emergency contact sheet.
5. Students who leave early for any reason are not permitted to participate in any after school activity without prior approval from administration. This includes trips, dances, 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. To qualify for homebound instruction, parent/guardian must contact school to set up an appointment with an administrator. A letter from a physician requesting homebound services, the reason for the request, and the projected duration/end date MUST be presented at the meeting. All requests are subject to review by a physician appointed by Franklin Towne Charter Elementary School prior to services beginning.

Lateness to School

Students in grades 1-8 who arrive to school after 7:55 a.m. will be marked late. Kindergarten students who arrive after 8:25a.m. will be marked late. Refer to the Code of Conduct for the school's policy regarding excessive lateness to school.

If a student arrives late because of an appointment (doctor or court appearance) they must bring in adequate documentation for the lateness to be excused.

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 of the travel dates. The Student Services Supervisor/ Dean of Students 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 drop down at the top of <https://es.franklintowne.org/>, then the Attendance drop down 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. Parents will be informed, when the dates are approved or the reason(s) for the request being denied. If it is determined that one sibling is ineligible for approval for a planned absence, the school will deny the request for all enrolled students of that family. There will be no trip absences approved during standardized testing, PSSA 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

BULLYING AND CYBER-BULLYING

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

1. Authority

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

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

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

FTCES will inform students annually that bullying and cyber-bullying will not be tolerated.

2. Definition

Bullying is defined as "intentional electronic, written, verbal, or physical act or series of acts directed at another student or students. The act is severe, persistent, or pervasive and has the effect of substantially interfering with a student's education, creating a threatening environment, or substantially disrupting the orderly operation of school." Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of FTCES by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings including but not limited to blogs, "Facebook", "Twitter", "Instagram", "Snapchat", "Tumblr" and "YouTube". All forms of cyber-bullying are unacceptable,

and to the extent that such actions are disruptive of the educational process at FTCES, offenders will be the subject of appropriate discipline. The terms "bullying" and "cyber-bullying" will not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

3. **Action:**

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 the guidance counselor and their families will be called.

If a report is confirmed, the student(s) found to be harassing or bullying will receive any disciplinary action up to referral for expulsion. Student(s) will also be referred to a bullying program.

Bullying Intervention/Prevention Program

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

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

1. All students who believe they have been victims of bullying in any such circumstance shall immediately report to an administrator or teacher at the school.
2. All students who witness student bullying in any such circumstance shall immediately report to an administrator or teacher at the school.
3. All staff and teachers who have bullying incidents reported to them, shall promptly forward the report(s) to a member of administration.
4. All 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 a member of administration.
5. The school administration takes the information given, and conducts a full investigation individually interviewing all witnesses, relevant parties, viewing social media sites if applicable, etc.
6. Based on the information obtained in the investigation, the school administration decides if the event in question is an example of bullying, harassment, or conflict between students. If the event is an example of bullying, the student(s) will be referred to our bullying prevention program. If the event is an example of conflict, the student(s) will be referred to our conflict resolution program.

BUSES

(OPERATED BY THE SCHOOL DISTRICT OF PHILADELPHIA)

If the School District does not have the bus schedules in place, or the buses are not available, please plan to drop off and pick-up your child.

To be eligible to ride the school bus, a student's primary address must be beyond a 1.5-mile radius of the school's location. Please note that bus stops can be up to 0.6 miles from the student's primary address. School buses are only available to students in grades 1 through 6. Students in grades 7 and 8 will be issued weekly Septa Trans passes if mileage eligible.

Students eligible to ride the school bus must be reminded that bus transportation is provided for them by the School District of Philadelphia. However, if for any reason the school bus is late or does not make its scheduled pick up, it is still the responsibility of the parent/guardian to get their child to school on time. All students are expected to act responsibly while on the school bus and will face appropriate disciplinary action for any violation of the FTCES code of conduct.

FTCES's Code of Conduct dictates that students will:

- **ALL FTCES SCHOOL RULES AND CODE OF CONDUCT APPLY TO STUDENTS ON THE BUS. INFRACTIONS MADE ON THE BUS MAY BE TREATED EXACTLY AS IF THEY OCCURRED IN SCHOOL.**
- Get on and off the bus in a safe and orderly manner.
- Remain seated when the bus is in motion.

- Not engage in any activity, which might be disturbing to the driver or dangerous to themselves or others.
- Adhere to all FTCES regulations on the bus, as well as when entering and exiting the bus.
- No food or drink is to be consumed on the bus.
- Converse at an appropriate level to, from, and while seated on the bus.

Any child who deliberately disregards these regulations may face consequences outlined in the student code of conduct and may have his/her bus privileges suspended for a period of time or result in possible expulsion from school.

Progressive Bus Discipline Policies:

1. First offense: A parent may receive a warning letter and possible meeting, or further disciplinary action may occur depending on the severity of the incident.
2. Second offense: May result in a 1-week suspension from the bus, or further disciplinary action may occur depending on the severity of the incident.
3. Third offense: May result in an extended suspension from the bus, or further disciplinary action may occur depending on the severity of the incident, including student losing rights to school sponsored activities, and assigned to mandatory Friday and/or Saturday detentions.
4. Fourth offense: May result in possible expulsion from school.

At any time, FTCE administration reserves the right to enact all policies dictated in the student code of conduct, or to suspend a child from the bus pending the severity of the incident.

SEPTA FARE CARD FOR 7TH AND 8TH GRADES

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. FTCES does not have the right to override this decision. SEPTA Student Fare Cards are only distributed once a year in September and are valid while the student is enrolled in FTCES. It is the student’s responsibility to maintain their SEPTA Student Fare Card in possession for use. Lost or stolen Fare Cards must be reported to the school immediately. If the school district does not issue your child free transportation, we can assist you with this policy, and questions regarding SEPTA passes should be directed to the school’s front office.

CELL PHONES AND OTHER ELECTRONIC DEVICES

FTCES understands that cell phones/wearable electronic Wi-Fi enabled devices are an important part of a person’s everyday life. However, cell phones/wearable electronic Wi-Fi enabled devices are not permitted in an FTCES 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, a FTCES telephone located at the front desk is available for use during lunches and at the end of the school day.

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

- *First Offense:* Student will receive detention.
- *Second Offense:* Student will receive detention and parent/guardian will be notified.
- *Third Offense:* Student cell phone/device may be confiscated, and parent/guardian will need to pick it up at school. Additional disciplinary action may include suspension.

Parents, since this type of offense carries a very heavy penalty, we are asking for your help to encourage your children to have their cell phones / wearable electronic Wi-Fi enabled devices turned off and turned into their teachers during the school day. Thank you for your support.

FTCES will permit students to bring cell phones and other electronic devices to school **PROVIDED THE FOLLOWING GUIDELINES ARE FOLLOWED:**

- Students must turn in their cell phones / wearable electronic Wi-Fi enabled devices to their teachers when they report at the start of the day.
- Students are not permitted to have their cell phone / wearable electronic Wi-Fi enabled devices on their person after the start of the day.
- Detention and in-school suspension are all considered classroom activities. Therefore, cell phones / wearable electronic Wi-Fi enabled devices must be turned in to appropriate school personnel 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.
- FTCES 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. Student’s personal headphones are not permitted to

be worn at any time in the building.

- Students are not permitted to bring e-book readers such as Kindle's, Nook's, iPad's, etc. to school.
- Students are not permitted to bring cameras to school.

FTCES 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 Wi-Fi enabled devices), the student will be subject to a more extensive search by a same-sex school employee to the extent necessary to identify and secure the detected item. If an item of contraband is found during the search and the student does not relinquish the detected item, he/or she may be referred for expulsion.

Cell Phones and Electronic Devices on class trips: Cell phones and electronic devices are not permitted on trips unless the trip returns to school after normal school hours (8th grade end of year trip). Any cell phone violations on class trips will be handled in the same manner as if it occurred in school.

CODE OF CONDUCT

The primary purpose of FTCES 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, FTCES 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 FTCES students will affect the normal operations of the school or the safety of other FTCES students.

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

- The CEO, Principal, Assistant Principals, or any other school administrator 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.
- The parent/guardian is to be notified immediately in writing when the student is suspended.
- When the suspension exceeds three school days the student and parent shall be given the opportunity for an informal hearing with school authorities.
- Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments.
- Students are not permitted on school property or to participate in any school activity at any time during the duration of a suspension.
- Expulsion is exclusion from school by the Board of Directors for a period exceeding ten school days and may be permanent expulsion from the school's roll. All expulsions require a prior formal hearing.
- Students who are suspended, expelled, or who withdraw from school are not permitted on school property nor permitted to participate in any school function or activity for an indefinite amount of time.

Behavior Rules

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

Scope of Rules of Discipline

These rules shall apply to any conduct during times when FTCES is determined to be "in loco parentis" including, but not limited to:

- 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 creates a "Nexus" and 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", "Snapchat", "Instant Messenger", or any other internet related medium.

NOTE: Internal school discipline actions shall not in any way deprive FTCES 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 FTCES are treated equally under school policy.

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

DEMERIT/DETENTION POLICY

When a student's behavior is not appropriate for FTCES the student may be issued demerits and/or detentions. When a student in grades K-3 has earned 10 demerits that student may be required to serve an administrative detention and may serve additional administrative detentions for every 10 demerit points accrued. That student will be given notification of the administrative detention, with the date of the detention, in writing prior to the detention. Administrative detentions are used as an alternative to afterschool detentions, can occur on days off, or as an extension of a school day. If a student is assigned an administrative detention on a day off, they must report to FTCES at the designated time, and complete schoolwork while at the detention.

When a student in grades 4-8 commits a Level 2 infraction, they will be issued a detention. Detentions may also be issued for multiple Level 1 violations. Detention is held Monday-Thursday from 3:00 pm to 3:45 pm and Fridays from 1:30 pm to 2:15 pm. All students serving detention must stay for the entire detention period to be counted as served. Any student who does not show up for an assigned detention and does not have an excused early dismissal, will be considered cutting detention. Students who cut detention will be issued an In-School Suspension for cutting detention and will have to serve that detention the following day. The only way a student can have a detention postponed is if a student cannot attend because of a medical appointment or approval from administration. 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.

Any student that receives a detention for their behavior during detention will automatically be issued a Saturday Suspension and have their rights to participate in school activities suspended.

Discipline Infraction Chart

Reference this chart for discipline infractions. Note that all possible infractions in the Code of Conduct are not listed on the chart. FTCES administration reserves the right to address unlisted infractions with appropriate consequences.

Level 1	Demerits/Action		
	Gr. K-3	Gr. 4-8	
Administrative Processing Violation	1	1	Level 1: Infractions on this level are only issued demerits; Repeated Level 1 infractions may result in detention and/or suspension.
Computer Violation	1	1	
Dress Code Violation	1	1	
Electronic Equipment	1	1	
Fidget Spinners/Cubes/Toys	1	1	
Food/Drink Violation	1	1	
Homework Violation	1	1	
ID Card Violation	1	1	
Disruption	1	1	
Locker Violation	1	1	
Passing Notes	1	1	
Planner Violation	1	1	
Chewing Gum	1	1	
Sleeping in Class	1	1	Send to Nurse
Unprepared	1	1	

Level 2	Demerits/Action		<p align="center">Level 2: Repeated Level 2 infractions may result in suspension for Grades 4-8 and detention for K-3.</p>
	Gr. K-3	Gr. 4-8	
	All Level 2 Infractions Require a Parent Contact from Teacher		
Academic Dishonesty	2	Detention	
Cell Phone Violation	2	Detention	
Contraband	2	Detention	
Destruction of Property	2	Detention	
Disrespect	2	Detention	
Falsifying Documents	2	Detention	
Unauthorized Area	2	Detention	
Obscene or Profane Conduct	2	Detention	
Stealing	2	Detention	

Level 3	Demerits/Action	
Description:	Gr. K-3	Gr. 4-8
	Administration Should Be Contacted; Possible Suspension	
Assault on Employee/Student	3	TBD By Admin
Behavior Unbecoming	3	TBD By Admin
Bullying	3	TBD By Admin
Cutting Class/School	3	TBD By Admin
Endangering the Welfare of Others	3	TBD By Admin
Fighting	TBD By Admin	TBD By Admin
Inappropriate Touching	TBD By Admin	TBD By Admin
Possession of Banned Product	TBD By Admin	TBD By Admin
Racial/Ethnic Slurs	TBD By Admin	TBD By Admin
Threats	TBD By Admin	TBD By Admin
Willful Disobedience	TBD By Admin	TBD By Admin

Progressive Discipline Policy Concerning Demerit Violations (K-3)

10 demerits = Detention

20 demerits = Friday Suspension.

30 demerits = Friday Detention

35 demerits = Friday Suspension and student may lose the right to participate in school sponsored activities.

45 demerits = Friday Suspension and student may lose the right to participate in school sponsored activities.

50 demerits = Friday Suspension and may lose the right to participate in school sponsored activities.

55 demerits = Friday Suspension, student may lose the right to participate in school sponsored activities and the student may be referred for expulsion.

Progressive Discipline Policy Concerning Demerit Violations (4-8)

5 Detentions = Friday Suspension and student may lose the right to participate in school sponsored activities.

10 Detentions = Friday Suspension and student may lose the right to participate in school sponsored activities.

15 Detentions = Saturday Suspension and student may lose the right to participate in school sponsored activities.

20 Detentions = Saturday Suspension and student may lose the right to participate in school sponsored activities.

25 Detentions = Saturday Suspension, and student may lose the right to participate in school sponsored activities; Student may be referred for expulsion.

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/Student may lose the right to participate in school sponsored activities.

4th suspension = Reinstatement, student status reviewed, student may lose the right to participate in school sponsored activities, possible referral for expulsion.

5th suspension = Referral for expulsion

Demerit and Detention Violation Suspension will be considered suspensions with regards to the progressive discipline policy concerning suspension.

FTCES 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 a school administrator 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 for certain actions. Accumulation of demerits can result in an Administrative Suspension for Demerit Violation. These suspensions are used as an alternative to out-of-school or in-school suspension, and can occur on days off, or as an extension of a school day. If a student is assigned an Administrative Suspension on a day off, they must report to FTCES at the designated time, and complete schoolwork while at the Suspension. Excessive detentions and skipping class or school can also result in an Administrative Suspension on a day off such as Saturday.

Students with multiple violations of the Code of Conduct that have had their school privileges suspended may have the opportunity to have their privileges restored. This process may include the student meeting with members of FTCES administration and the student's teachers, along with a review of the student's disciplinary record since privileges were suspended. Student's may be required to submit a reflection as to why they believe their privileges should be restored.

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

- 1. Academic Dishonesty:** As defined in the Academics section of the handbook for all grades: First Offense: teacher issues demerit or detention for cheating (based on grade level). Second Offense: teacher reports instance to Administration for a suspension (based on severity any penalty up to 3 days suspension).
- 2. Administration Processing Violation:** Failure to comply with requested paperwork in the time frame given. One (1) demerit.
- 3. Assault on employee:** All grades: Any Penalty up to ten (10) days Suspension with intent to expel.
- 4. Assault on a student:** All grades: Any Penalty up to ten (10) days Suspension with intent to expel.
- 5. Attendance plan/policy violation:** All grades: Failure to adhere to requirements of attendance policy or improvement plan. Will follow policy beginning on page 6.
- 6. Behavior unbecoming of a Franklin Towne Charter student:** All grades: Any student who is involved in any activity that is determined by FTCES to be detrimental to the safety of any other student or staff member, that may disrupt the daily operation of the school, or results in arrest regardless of the time and place of the incident, may receive any penalty up to ten (10) days suspension with possibility of expulsion.
- 7. Bullying:** All grades: Any student who violates the bullying policy as outlined in the handbook may receive any penalty up to ten (10) days suspension with intent to expel.
- 8. Causing a false alarm:** All grades: Any penalty up to ten (10) day suspension with intent to expel.
- 9. Cell Phone Violation:** All grades: First offense: Demerit and parent phone call. Multiple offenses may result in detention or suspension.
- 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 FTCES may not share his or her password or user account information with others or use others' passwords or accounts. Grades K-3: One (1) demerit. Grades 4-8: One (1) demerit. Multiple offenses may result in detention or suspension.
- 11. Contraband:** All grades: Includes any prohibited or inappropriate materials. Any penalty up to one (1) day suspension.
- 12. Cutting class:** Grades K-3: First offense, any penalty up to one day suspension which may include a Saturday suspension. Repeated offenses: Any penalty up to 10 days suspension with intent to expel. Grades 4-8: First offense, any penalty up to 3-day suspension which may include Saturday suspension. Repeated offenses: Any penalty up to 10 days suspension with intent to expel.
- 13. Cutting detention:** All grades: One (1) day suspension and student will be required to serve the detention on the day they are reinstated

back into school.

14. **Cutting administrative suspension:** All grades: Any penalty up to and including ten (10) days suspension with the intent to expel.
15. **Cutting school:** All grades: Any penalty up to and including a one (1) day suspension, which may be served in the form of an administrative suspension. If a student attends a FTCES extracurricular event on a day that they were absent from school, this will be considered as cutting school.
16. **Cutting Teacher Appointment:** All Grades: Demerit and parent phone call. Multiple offenses may result in detention or suspension.
17. **Destruction of property:** All grades: Any penalty up to ten (10) days suspension, referral to counselor, reinstatement, and restitution when possible.
18. **Disrespect:** Grades K-3: 2 demerits, or up to three (3) days suspension. Grades 4-8: One (1) detention or up to three (3) days suspension. Multiple Violations may result in any penalty up to 10 days suspension with intent to expel.
19. **Disruption:** Students are not to disrupt school activities by actions including, but not limited to, excessive talking, leaving seats, packing up early, not completing work or assignment, throwing objects etc. Grades K-3: one (1) demerit. Grades 4-8: 1 demerit. Multiple offenses may result in detention or suspension.
20. **Dress code violation:** Students must be in full uniform upon entering school and until after they leave school. Grades K-3: one (1) demerit point 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. The student will not be sent to class until the issue is resolved. Grade 4-8: One (1) demerit 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. Multiple offenses may result in detention or suspension.
21. **Early Dismissal:** All grades: 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 an administrative suspension and will lose their right to participate in school sponsored activities. Students will be referred for expulsion if they accumulate more than twenty (20) early dismissals.
22. **Electronic Equipment (All prohibited electronic equipment excluding cell phones):** All grades: First offense: One (1) demerit. Multiple offenses may result in detention or suspension.
23. **Endangering the welfare of others:** All grades: 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. Any punishment up to ten (10) days suspension with intent to expel.
24. **Falsifying of passes, documents, and information:** This includes forging signatures, carrying false or excessive ID cards, falsifying detention slips, and/or possessing another student's planner, and lying. Grades K-3: Three (3) demerits, or up to one (1) day suspension. Grades 4-8: One (1) detention and 3 demerits, or up to one (1) day suspension.
25. **Fighting:** All grades: Students shall not engage in fighting or mutual combat. Ten (10) days suspension with intent to expel.
26. **Food and Drink Violation:** Students are not permitted to eat or drink in hallways or classrooms except during snack time. All food and drink must remain in a book bag, cubby, or locker outside of the cafeteria. Any food or drink item seen in a classroom or hallways at inappropriate times will be confiscated. All Grades: One (1) demerit. Multiple offenses may result in detention or suspension.
27. **Gambling:** All grades: First offense: Suspension up to five (5) days and referral to guidance department for counseling. Second offense: Any penalty up to ten (10) days suspension with intent to expel.
28. **Graffiti:** Graffiti and "tagging" will be treated as "destruction of property." Offenses can include graffiti on school property, on areas immediately outside of school property, planners, ID's, books, notebooks, and book bags. Students may also be referred to an activity-driven anti-graffiti program. All grades: First offense: Any penalty up to three (3) days suspension and referral to FTCES Administration for education and graffiti prevention program. Second offense: Any penalty up to ten (10) days suspension with intent to expel. If a detention is issued, one (1) detention and 4 demerits.
29. **Graffiti plan violation:** All grades: Failure to adhere to requirements of graffiti plan. Any penalty up to ten (10) days suspension with intent to expel.
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 of 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. All grades: Any penalty up to three (3) days suspension and referral to bullying/harassment program and guidance department for counseling. Based upon severity, student may also receive a ten (10) days suspension with intent to expel.
31. **Homework Violation:** All Grades: one demerit. Failure to complete. See Homework Policy section for further clarification.
32. **Identification Cards:** Identification cards, or elevator passes if applicable, not visibly worn around the neck on a lanyard and stored inside a school issued protective pouch. All Grades: One (1) demerit.
33. **Inappropriate touching:** Students may not touch any other person or encourage another person to touch him/herself in intimate or sensual parts of the body or any other part of the body that is considered inappropriate. Students shall not expose his/her genitals or any part of the body that is considered inappropriate. Students shall not engage in any public displays of affection in school. All grades: First offense: Any penalty up to ten (10) days suspension and possible expulsion.
34. **Lateness to class:** Students who are not in their assigned seats when the transitions bell rings are late to class. Grades 4-8: One (1) demerit.

Multiple offenses may result in detention or suspension.

35. **Littering:** Students are responsible for any papers, slips, or documents that they are issued or otherwise in possession of. All Grades: one (1) demerit. Multiple offenses may result in detention or suspension.
36. **Locker violation:** Using another student's locker or sharing your locker with another student: Grades 6-8: One (1) demerit. Multiple offenses may result in detention or suspension.
37. **Manipulation of school equipment:** All grades: Students are not permitted to touch or manipulate any school equipment including, but not limited to, teacher computers, any items on a teacher's desk, attendance equipment, projectors and overheads, and any other equipment without a teacher's or staff member's permission. One day (1) suspension.
38. **Obscene or profane conduct:** Using obscene or profane language/actions including written language and electronic postings and emails. Grades K-3: Two (2) demerits. Grades 4-8: Detention. Multiple offenses may result in detention or suspension.
39. **Passing/writing notes during class:** All Grades: One (1) demerit. Multiple offenses may result in detention or suspension.
40. **Planner Violation:** All Grades: One (1) demerit. Multiple offenses may result in detention or suspension.
41. **Pornography:** All grades: Viewing, possessing, or distributing Pornography. Any penalty up to ten (10) days suspension with intent to expel, potential police intervention.
42. **Possession of controlled substance:** All grades: Students shall not possess, distribute, or share any drug or narcotic. Any penalty up to ten (10) days suspension with intent to expel. Potential police intervention.
43. **Possession of Alcohol:** All grades: Students shall not possess, distribute, or share any alcohol or alcoholic beverage. Any penalty up to ten (10) days suspension with intent to expel. Potential police intervention.
44. **Possession of Prescription Medication:** All grades: Students should not possess, distribute, or share any prescription medication. All prescription medication should be in the original bottle and given to the nurse or an administrator upon entering school. Any penalty up to ten (10) days suspension with intent to expel. Potential police intervention.
45. **Possession of incendiary devices including, but not limited to fireworks, smoke/stink bombs, pepper spray, or mace:** All grades: Any penalty up to ten (10) days suspension with intent to expel. Potential police intervention.
46. **Possession of markers, paint pens, or other devices that could be used for graffiti:** All grades: Item will be confiscated, and student will receive one (1) detention and 2 demerits. These items will not be returned.
47. **Possession of tobacco:** All grades: Product will be confiscated (regardless of student's age) and student will receive any penalty up to three (3) day suspension.
48. **Possession of Vape Pens/Related Products:** All grades: Product will be confiscated (regardless of student's age) and student will receive any penalty up to three (3) day suspension.
49. **Possession of tobacco related products including lighters and matches:** All grades: Items will be confiscated, and student will be issued any penalty up to three (3) day suspension.
50. **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) days suspension with intent to expel. Potential police intervention.
51. **Possession of weapons:** All grades: Students shall not possess on their person, in their belongings, or in any storage space provided by the school any tool, instrument, implement, or weapon capable of causing serious injury or death. These items include but are not limited to pepper spray, firearms, knives, razors, stun guns, BB guns, starter pistols, or explosive devices that may cause a fire. Ten (10) days suspension with intent to expel. Potential police intervention.
52. **Public Displays of affection:** Students should not engage in any public displays of affection in school. Grades K-3: One (1) demerit. Grades 4-8: One (1) detention and 2 demerits.
53. **Racial or ethnic slurs:** All grades: Using racial or ethnic slurs in any manner. Any penalty up to 10-day suspension with intent to expel.
54. **Refusal to allow a search or cooperate with a search:** All grades: Any penalty up to ten (10) days suspension with intent to expel.
55. **Selling goods in school:** Students are prohibited from selling any non-school approved goods in the school. Grades K-3: 2 demerits. Grades 4-8: One detention and 3 demerits.
56. **Sleeping in Class:** All Grades: Students who are sleeping in class may be issued one demerit and be sent to the nurse for observation. Student may also be referred to guidance.
57. **Smoking:** All grades: Up to three (3) days suspension with Parent Conference.
58. **Stealing:** All grades: First offense: Up to three (3) detentions and 4 demerits or up to ten (10) days suspension with referral to guidance department for counseling. Possible police intervention. Restitution when possible. Second offense: Ten (10) days Suspension with intent to expel.
59. **Taking part in the disruption of regular school operation, scheduling, activities, etc.:** All grades: Any penalty up to five (5) days suspension with Parent Conference.
60. **Threats:** All grades: Making any threat toward another person. This also includes involvement with non-Franklin Towne students coming to Franklin Towne school property for the purpose of threats or violence. Any penalty up to ten (10) days suspension with intent to expel.
61. **Unauthorized area violation:** Found in unauthorized area (including hallways and elevators). Grades K-3: 3 demerits. Grades 4-8: Up to three (3) detentions and 3 demerits or any penalty up to three (3) days suspension.

- 62. Under the influence of Alcohol – All grades:** Students shall not be under the influence of any alcohol or alcoholic beverage. Any penalty up to ten (10) days suspension with intent to expel. Potential police intervention.
- 63. Under the influence of controlled substance:** All grades: Students shall not be under the influence of any unauthorized prescription or non-prescription drug or narcotic, or in possession of any drug paraphernalia. Any penalty up to ten (10) days suspension with intent to expel. Potential police intervention.
- 64. Unprepared:** Students should be fully prepared to participate in class with all materials or supplies necessary for that class, including, but not limited to books, notes, pens, paper, etc. All Grades: One (1) demerit. Multiple offenses may result in detention or suspension.
- 65. Willful disobedience:** All grades: Includes, but not limited to, refusal to give to staff an item of contraband, refusal to accept/crumpling/tearing or throwing detention/demerit/suspension/attendance notice/ teacher appointment slip from staff member, slamming doors, or refusal to go to destination designated by school staff member. First Offense: Any penalty up to three (3) days suspension. Second offense: Any penalty up to five (5) days suspension. Third offense: Up to ten (10) days suspension with intent to expel.

Any text messaging, voice messages, message board posting, or videos on “Facebook”, “Twitter”, “YouTube”, “Instagram”, “Instant Messenger”, 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 FTCES Code of Conduct was developed under the guidance of FTCES’ legal counsel, Jeffrey R. Stacey. Additionally, FTCES 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 Elementary School

In compliance with the Pennsylvania State Department of Education Code 12.6, “Exclusions from School,” Franklin Towne Charter Elementary 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 the health, safety or welfare of the school community is threatened.
- The parent/guardian is to be notified immediately in writing when the student is suspended.
- When the suspension exceeds three school days the student and parent shall be given the opportunity for an informal hearing with school authorities.
- Students shall have the right to three (3) days’ notice of informal hearing and the right to bring parents or guardians
- Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments.
- Students are not permitted on school property or to participate in any school activity at any time during the duration of a suspension.
- Expulsion is exclusion from school by the Board of Directors for a period exceeding ten school days and may be permanent expulsion from the school’s roll. All expulsions require a prior formal hearing.
- Students who are suspended, expelled or who withdraw from school are not permitted on school property nor permitted to participate in any school function or activity for an indefinite amount of time.

Due Process for Informal Suspension Hearings

In suspensions of four to ten days at FTCES, parents and students have the right to an informal hearing. The informal hearing is FTCES administration informing the parent/guardian the reasons for referral for expulsion and to review the procedural safeguards of the formal hearing.

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 three (3) days’ notice of 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.
- Parents are provided with sufficient notice of the time and place of the informal hearing.
- Students have the right to question any witnesses present at the hearing and has the right to speak and produce witnesses on his/her own behalf.
- The informal hearing is held within the first 5 days of the suspension.

Due Process Expulsion Procedures

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

The steps below are followed to ensure due process:

- Notification of the charges will be sent to the student's parents/guardian by certified mail.
- Students shall have the right to three (3) days' notice of 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.
- Parents will be provided with sufficient notice of the time and place of the hearing.
- The hearing will be held in private unless the student or parent requests a public hearing.
- The student will have the right to be represented by counsel.
- The student will have the right to be notified of the names of the witnesses against the student, and copies of the statements and affidavits, if any, of those witnesses.
- The student will have the right to request that any such witnesses appear in person and answer questions or be cross-examined.
- The student will have the right to testify and present witnesses on his own behalf.
- A record will be kept of the hearing, either by stenographer, tape recorder, or iPad.
- The proceeding will be held with all reasonable speed.
- In the event the student is dissatisfied with the results of the hearing, an appeal may be filed in accordance with the Local Agency Law to the Court of Common Pleas within thirty (30) days of receipt of the Adjudication. If it is alleged that a constitutional issue is involved, the student may be able to file a claim for relief in the Federal District Court. The student and their parents/guardian will be apprised of these rights.

Description of the Due Process Hearing

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

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

The Hearing Officer shall inform the parties that:

- The case will proceed by having the school present its evidence through witnesses and other evidence first.
- The school's witnesses shall be subject to cross-examination by the student's representative; and
- The student will 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.

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

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

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

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

Manifestation Determination Evaluation

If a student with an Individualized Education Plan (IEP) faces a suspension or exclusionary offense, qualified members of the FTCS 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 Elementary School that applies to all children, not later than the date on which the decision to take that action is made, the parents are notified of that decision and provided the procedural safeguards notice, and immediately, if possible, but in no case later than 10 school days after the date on which the decision to take that action is made, a review is conducted of the relationship between the child's disability and the behavior subject to the disciplinary action.

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

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

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

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

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

IN-SCHOOL SUSPENSION

FTCS operates an in-school suspension program to address certain code of conduct infractions. All students who are issued an in-school suspension will receive written notification including the date(s) of the suspension, reason for the suspension, and reinstatement details (All reinstatements will be scheduled either the day of the suspension, or the day after completion of the in-school suspension). Students who receive an in-school suspension must report to school on the day of their suspension in full uniform. They will report to the front office and will be escorted to the in-school suspension room. Under staff supervision, they will complete school assignments, homework, projects, tests, or read quietly from 8:00 am–3:00pm.

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

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

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

DETENTION RULES

- Detention is held Monday-Thursday from 3:00pm to 3:45 pm, and Fridays from 1:30 pm to 2:15 pm.
- Students will receive a written copy of the detention.
- To receive credit for detention, students must follow all detention rules and complete all requirements.
- Students must serve detention on the day after the detention is issued.
- If a student receives two detentions in one day, they must serve one detention the following school day, and the second detention the next school day after that.
- Failure to follow rules in detention will cause a student to be removed from detention. This will result in an automatic suspension.
- If a student cannot attend a detention because of a medical appointment, the detention will be postponed for the following day only if the student brings in medical documentation to the front desk to confirm they attended the appointment.
- Any student that receives a detention for their behavior during detention will automatically be issued a Saturday Suspension and have their rights to participate in school activities suspended.

DRESS CODE

The uniform for students in Grades 1-8 consists of:

To promote safety and equality, all FTCES students are to be dressed in the designated school uniform upon arrival at school. Those who do not conform to this policy will meet with immediate administrative action. Students arriving to school out of uniform will be issued a demerit/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.

- **FTCES Black Polo school-logo shirt** (long or short sleeved) or **FTCES sweatshirt** (with Black school polo logo Shirt worn underneath the sweatshirt). All shirts must be tucked into the pant waist, so the entire belt line of the pants is ALWAYS visible. THERE WILL BE NO EXCEPTIONS.
- **Tan or khaki colored khaki-style pants**, dress, or casual dress pants (traditional cut). Pants MUST NOT be form-fitting, MUST NOT resemble jeans, corduroys, or sweatpants, MUST NOT have cargo or pockets anywhere on the leg of the pant, MUST NOT have drawstrings, MUST be worn at waist level, MUST NOT be cut in any way at the bottom, and may not drag on the floor under the bottom of the shoe.
- **Rubber-soled sneakers.** Hard, rubber-soled, closed front and closed back sneakers are permitted. Sneakers are a must to ensure student safety. Sneakers must be closed toe and closed heel. Sneakers must not light-up or have wheels. No UGGs or moccasins will be allowed whether they tie or not. Work boots, UGG/Sheepskin boots, fashion boots are not permitted to be worn in the school building during regular school hours. FTCES Administration reserves the right to make the determination whether a student's shoes present a safety concern or are a distraction to the school day.
- **A belt** needs to be worn properly around the waist. (Students are encouraged to bring an extra belt to school and keep it in their cubby or locker to help them avoid unnecessary demerits.)
- Optional long sleeve undershirt without writing on the sleeves worn underneath black logo shirt.
- Gym uniforms must be purchased at FTCES and must be worn to school on designated PE days (children will be made aware of the PE schedule at the beginning of each school year)
- Belt buckle cannot be larger than 3 x 3 inches.
- Jewelry may not be worn in excess.
- Earrings must be smaller than a quarter.
- Necklace must be worn on the inside of a student's shirt.
- FTCES identification card must be always worn around neck in a Franklin Towne issued clear plastic case. The students may only wear one lanyard. Identification cards may not be altered in any way. Graffiti, stickers, or decorations of any kind are not allowed, the student will be required to purchase a new identification card for \$ 5. The identification card is the only item that may be stored in the school issued clear plastic case.

The uniform for Kindergarten students consists of:

- **Black "Towne" T-Shirt** and **Gray "Towne" Sweatpants** that must be purchased at FTCES.
- **Rubber soled lace-up or Velcro sneakers.** Sneakers must be closed toe and closed heel. Sneakers must not light-up or have wheels. No UGGs or moccasins will be allowed whether they tie or not. Work boots, UGG/Sheepskin boots, fashion boots are not permitted to be worn in the school building during regular school hours. FTCES Administration reserves the right to make the determination whether a student's shoes present a safety concern or are a distraction to the school day.
- Optional FTCES Sweatshirt over top Black "Towne" T-Shirt or Black long sleeve undershirt without writing on the sleeves worn underneath black logo shirt.

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

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

DRESS DOWN DAYS

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

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

- Shorts must be an appropriate length.
- Skirts.
- Hooded shirts or hooded sweatshirts.
- Chains or jewelry that is excessive, can be considered a distraction or can be used as a weapon.
- Hats, head coverings (unless religious), headbands/sweatbands, or bandanas.
- Students are NOT permitted Slip on shoes of ANY KIND. Sturdy sneakers are a must to ensure student safety. No work boots, UGG/Sheepskin boots, fashion boots are permitted. Students MUST wear hard, rubber-soled, closed front and closed back sneakers. No UGGs or moccasins will be allowed whether they tie or not.
- 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 excessive holes, rips, or openings
- Half-shirts or mid-riff belly shirts.
- See-through clothing
- Backless shirts.
- Undergarments such as ribbed tank tops.
- Low cut shirts or blouses that expose cleavage.
- Shirts that have been cut excessively in the arm-pit area exposing skin.
- Sunglasses.
- Headsets, earphones, ear buds, or iPods are not allowed to be worn in the school.
- Wearable Wi-Fi enabled devices are not permitted (as per Cell Phone and Electronic Device Policy)
- Tank tops, sleeveless shirts, or spaghetti strap shirts

Violators of the dress code policy will face disciplinary action.

Dress-Down Days are a privilege students earn the right to participate in. Students who have lost their right to participate in school sponsored activities will not be allowed to participate in Dress Down days.

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, FTCES administration will contact parents/guardians. This refusal will be considered an admission of guilt and appropriate disciplinary action will be issued.
- If the student's behaviors are still such that drug or alcohol involvement is suspected, the parent will be called, and the student will be escorted by the parent to the parent's choice of intervention.
- The student will be referred to the Drug & Alcohol counselor.
- The student may receive disciplinary action.

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

GRAFFITI POLICY

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

IDENTIFICATION CARDS AND ELEVATOR PASSES

All students will be issued FTCES picture ID cards. The ID is to be always worn and visible. If you are issued an elevator pass it is to be always worn. 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 a lanyard. Elevator passes must be worn on the school issued lanyard. Students who do not comply with this ID card/elevator pass policy may 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 demerit may be issued, and the student must purchase a new ID. All IDs are unique as they contain digital information for attendance purposes. Only one ID can be active at one time. Any student trying to enter school with no ID or with an inactivated/non-working ID may receive a demerit for not having a valid ID.

Any student in need of a new ID can purchase one at the start of the day at the student entrance for \$5.00. Lanyards and protective pouches are \$1.00.

INTERNET STUDENT ACCEPTABLE USE POLICY

Franklin Towne Charter Elementary School may provide students with a Chromebook to access tools needed to engage in online educational activities. This includes the FTCES internet-based educational portal, online libraries, curriculum, and other educational tools and materials.

FTCES will provide ongoing technology support as needed to students who are using school issued equipment. The IT (Information Technology) Department operates a Help Desk with a convenient online ticketing system. The Help Desk can also be accessed via phone at 215-289-3389.

FTCES 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 permissions to install additional software. The FTCES 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 FTCES. The service provider is

Responsible for supporting families with the Internet service and equipment (routers, switches, access points, extenders). Also, any intervention by FTCES on a home Internet service and hardware may violate the terms of service for the home Internet service and related equipment.

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

A. Educational Purpose

1. Franklin Towne Charter Elementary School Net has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. Franklin Towne Charter Elementary 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 Elementary School's rules and regulations governing conduct, disciplinary code, and the law in your use of the school's network.
3. Students may not use the Franklin Towne Charter Elementary School network for commercial purposes. This means students may not offer, provide, or purchase products or services through Franklin Towne Charter Elementary School network.
4. Students may not use Franklin Towne Charter Elementary 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 will have access to the Internet through their classroom, school computer, or school issued Chromebook.

C. Personal Safety

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

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

D. Illegal Activities

1. Students will not attempt to gain unauthorized access to the Franklin Towne Charter Elementary School network, through any other computer system or 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 Elementary 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 Elementary 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 such as, but not limited to, "You-Tube", "Facebook", "Instagram", and "Twitter. This also applies to 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 necessary. If necessary, a student will download the files one at a time when the system is not being heavily used.
 3. Students will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to 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 are found on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were your 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 they can use a work, they 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 Elementary 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: "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.
 4. Electronic information is volatile and easily reproduced, respect for the work and personal expression of 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 Elementary 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 Elementary School expects that students will follow their parent's instructions in this matter.
- K. Limitation of Liability
1. Franklin Towne Charter Elementary School makes no guarantee that the functions or the services provided by or through Franklin Towne Charter Elementary School network 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.

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 8th grade 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 8th grade activities.

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

- 1) Excessive detentions
- 2) Excessive lateness
- 3) Excessive early dismissals
- 4) Accumulation of demerit points
- 5) Three (3) or more suspensions for the year
- 6) Administrative detentions
- 7) Violations of the academic policy
- 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 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 FTCEs sponsored event, regardless of when the event is and if a ticket has already been paid for.

8th grade students must have eligibility to attend all graduating class exercises. FTCEs sponsored dances, trips, breakfast, move up day, and the commencement exercises are all by invitation only. Only 8th grade students in good standing related to all student responsibilities for academics, attendance, and behavior will be invited to attend 8th grade 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 FTCEs main office.

Students who owe more than \$15 for more than 30 days for any school related purpose shall have their privileges restricted until the balances due are paid in full. Restriction of privileges may include, but is not limited to, walking at graduation, participating in extra-curricular activities and/or special events, participation in school rallies, attending field trips, etc.

PLANNERS

All 5th-8th grade students at FTCEs will be issued a planner prior to the start of school. The planner has useful information including reference material, and the school code of conduct. Students in grades 5-8 must always have their planner with them. The planner has a weekly hall pass in it. This pass must be filled out and signed by a teacher if a student in grades 5-8 must leave the classroom. Students in grades 5-8 must purchase a new planner to replace a lost or stolen one immediately at the cost of \$5.00.

ADMINISTRATIVE SUSPENSION

We reserve the right to hold a program for rules violations on Fridays after dismissal, Saturdays, or days off.

A student may receive a referral for Administrative Suspension for any of the following violations for a minimum of two (2) hours:

1. Excessive Detentions as defined by school administration. (At no time do the number of detentions "reset")
2. Excessive Accumulation of Discipline demerit 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. Skipping Class or School

Policy/Rules:

1. If a student does not attend a scheduled Administrative 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.
2. Lateness will be counted as cutting administrative suspension. If a student is late, they will be asked to leave and they will be suspended.
3. Students must be in complete uniform, including a valid school ID, or it will be counted as cutting Saturday suspension.
4. 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.
5. Administrative suspensions will be considered a suspension but will not require a parent reinstatement.
6. Eating, drinking, talking, sleeping, putting one's head down, and using electronic devices will not be permitted during the Saturday program.

SLEEPING IN CLASS

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

SMOKING

FTCES, 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 regarding using tobacco in a school is to be sentenced to pay a fine of not more than \$300.00 and the costs of prosecution for each violation. Failure to pay the fine and all costs will be punished by imprisonment of up to 90 days for each violation.

IV. BUILDING PROCEDURES

BATHROOMS

Students will be permitted to use the bathrooms during the school day at the discretion of their teachers. Students must leave all their belongings in the classroom and may not take anything into the bathroom. Students will sign in to use the bathroom. Students in Grades 5-8 will need to get their planners signed by their teachers to use the bathroom. Students must act appropriately while using the bathrooms and will face appropriate disciplinary action for any violation of the FTCES code of conduct.

CAFETERIA PROCEDURES

The cafeteria, besides being a lunchroom, can also be a place where friendships are made. Each student is expected to practice the general rules of good manners. Some simple rules of courteous behavior, which make the breakfast/lunch period pleasant and relaxed, are:

- Observing good table manners
 - Leaving the table and surrounding area clean and orderly
 - Remaining seated while eating
 - Not wasting food
 - Being polite in the lunchroom
 - No yelling, running, or horse playing.
-
- Students must always follow all school rules and specific posted cafeteria rules while in the cafeteria.
 - Students are permitted to bring packed lunches to school; glass containers are not allowed.
 - Upon entering the cafeteria, students must find a seat at their designated lunch table.
 - Students who are purchasing lunch must wait at the lunch table until a staff member releases them to the designated lunch line.
 - Students must pay for all food that they choose PRIOR to leaving the breakfast/lunch line.
 - Students will be notified when the bathrooms are closing, when their tables must be cleaned up, and when they may transition to their next class. Students are reminded to use the proper receptacles to discard items when cleaning up.
 - Students are responsible for keeping their lunch tables clean. If a lunch table is left unclean, the entire lunch table will be held accountable, and the entire lunch table may receive a disciplinary infraction.
 - Students are not permitted to leave the cafeteria unless given approval by a staff member to do so.
 - Food and drink may not be taken outside the cafeteria. Food and drink removed from the cafeteria will be confiscated and disciplinary action may be taken.
 - Throwing food or any other item in the cafeteria will result in appropriate disciplinary action.

Birthday Celebrations

Students are permitted to bring in birthday celebration snacks. They must be sent to the front desk upon arrival and the snacks will be sent to the cafeteria for distribution during lunch.

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 to use to get around the building. 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 to be able to hear all directions except to report an emergency to a staff member.
- Windows are to be closed.
- Lights 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 the 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 illegally pull a fire alarm may be arrested, fined, and may be referred for expulsion when identified.

FOOD AND DRINK IN CLASSROOM

Students may be permitted by their teacher to eat a healthy snack or drink a bottle of water (no glass containers) during a snack break. On special occasions, certain classes may serve refreshments as part of a special event. This opportunity must be approved in advance by Administration.

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 (for example, "Franklin Towne is in a dangerous situation"). This message 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 the dangerous situation and the floor and area on which person, or persons, have been spotted.

LOCKERS

Lockers are the property of FTCES. The Administration of FTCES 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. Any student who accesses another student's locker will be issued a disciplinary infraction, which may include an In School Suspension. 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.

LOST AND FOUND

Students who lose clothing, book bags, and textbooks should report to the lost and found area, located in the rear of the cafeteria, during their scheduled lunch period to see if the items have been found. FTCES is not responsible for any lost, stolen, or confiscated property.

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, novelty items (e.g., fidget spinners), balloons and other party favors, chain wallets, excessive jewelry, drug paraphernalia, glass bottles, body spray, cologne and perfume. 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 and during lunch periods. The school store can be found in the front lobby, and sells a wide variety of merchandise including, uniforms, clothing with school logo as well as other school-related products. All items in the school store are available for purchase through the website at <https://franklintowne-elementary.square.site/>. The website can be accessed through the school website under Student Life. An email will be sent when the order is complete and ready for pickup. Pickup is available at the main entrance of the school. Please do not attempt to pick up orders prior to receiving the ready for pickup email. Shipping is not an option for orders. The School Store is the only location to purchase "Towne" dress down clothing.

SECURITY PROCEDURES

Upon entering the building, students must scan into the building and pass through a security check point. The law of the State of Pennsylvania, about 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, num-chuk, 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.

STUDENT SEARCH AND SEIZURE

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

FTCES reserves the right to use hand-held and stationary metal detectors for use during student searches. If either of these instruments determine that a student is in possession of a detectable item, including cell phones, the student will be subject to a more extensive search by a same sex school employee to the extent necessary to identify and secure the detected item. If an item of contraband is found during the search, the student will be suspended for not relinquishing the item upon request. If the student does not relinquish the detected item, and does not comply with the search, they will be referred for expulsion.

TELEPHONE USAGE

If a student needs to contact a parent, he/she may ask permission from a teacher, counselor, front desk personnel, or an administrator. Students are not permitted to use any other school phone and are not permitted to use a school phone without permission. School phones can be accessed by students at the front desk during a student's lunch.

VISITORS

All visitors must enter through the front entrance of the school. Please report to the receptionist's counter in the vestibule 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

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

V. EMERGENCY CLOSING OF SCHOOL

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 number or other closing information. FTCES' KYW school closing number is 1317.

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 web site. Also, since the Philadelphia School District controls the bussing services, there will be times that we are limited in the advance notice that we can provide. FTCE will make every effort to alert parents/guardians as soon as decisions are made with regards to notice. If an early dismissal is called, children that are scheduled to ride buses home will be placed on the bus when it arrives.

Late Admission: If weather is prohibitive, and a 2-hour delay is called for, proper notification will be provided via local news and radio stations as well as via the school's website. There will be no breakfast service if a 2-hour delay is called for. Additionally, if your child is absent during a 2-hour delay day, they will be charged with a full-day absence.

VI. NON-DISCRIMINATION POLICY

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

VII. STUDENT HEALTH

IMMUNIZATION OF STUDENTS

All FTCES 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 FTCES 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:

ALL GRADES:

- | | |
|---|--|
| • Tetanus, Diphtheria, Pertussis (DTP/Dtap/DT/Td or Tdap) | Four (4) doses, 1 dose at/after age four (4) |
| • Polio (OPV/IPV) | Four (4) doses, 4 th at/after age 4,
at least 6 months after previous dose |
| • Measles, Mumps, Rubella (MMR/MMRV) | Two (2) doses, at/after age one (1) |
| • Hepatitis B (HBV) | Three (3) doses |
| • Chicken Pox (Varicella/MMRV) | Two (2) doses, at/after age one (1), or history of the disease |

7th GRADE:

- | | |
|--|--------------------------------------|
| • Meningococcal Conjugate Vaccine (MCV4) | One (1) dose, at/after age two (2) |
| • Tetanus, Diphtheria, Pertussis (Tdap) | One (1) dose, at/after age seven (7) |

The school nurse will review a student's medical records for compliance. Students are required to have all immunizations as of the first day of school. 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.

Medical & Dental Exams

Per Pennsylvania Code:

- **Medical examinations are required upon enrollment into FTCES and in grade six (6).** The school medical examination should be conducted by the family physician and reported to the school on a physical exam form supplied by the school. Children who have transferred from other school systems must be examined as soon as possible after the transfer, regardless of their age or grade, if an adequate health record is not made available by the original school.
- **Dental examinations are required upon enrollment into FTCES and in grades three (3) and seven (7).** The school dental examination should be conducted by the family dentist and reported to the school on a dental exam form supplied by the school. Children transferred from other school systems must be examined as soon as possible after the transfer, regardless of their age or grade, if an adequate dental record is not made available by the original school.

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, a parent or emergency contact is notified. A parent or emergency contact must come to the school to pick up the student. The parent or emergency contact 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.

If a child needs to use the school elevator for medical reasons, it will be the responsibility of the parent/guardian to provide medical documentation, in the form of a verifiable note from a doctor to the school nurse for review and approval.

PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS

Parents who wish to have prescription medication given to their son/daughter during school hours must submit a Request for Administration of Medication form. The form 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 must be brought into the school by a parent/guardian, must have a private physician's order, and must be submitted to the nurse. Students are not permitted to transport over the counter or prescription medication to or from school. If a student is found in possessions of over the counter or prescription medication, it will be confiscated, and the student will face the appropriate disciplinary infraction outlined in the school's code of conduct.

If a child takes a daily medicine at home, and forgets to take it prior to coming to school, then a parent/guardian may bring that medication to school during the day. However, the parent/guardian must administer that medication to their child. They may not drop it off for the school nurse to administer.

STUDENTS ARE NOT TO SHARE THEIR MEDICATION WITH ANOTHER STUDENT.

Asthma Inhalers/EpiPen Policy:

Parents are responsible for notifying the school nurse if their child will need to use an inhaler or EpiPen during the school year. Parents/guardians will need to obtain a Request for Administration of Medication Form from the school nurse 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 and 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 EpiPens 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 always keep their medication in a safe place 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 any school personnel whenever they have used their medication. If an EpiPen is used, 911 will be called upon notification of its use.

VIII. STUDENT LIFE

EVENTS

FTCES hosts social events and views such activities as important part of the social growth and development of our youth. While these activities are designed primarily for FTCES students, there are events to which guests may be invited. The administration reserves the right to refuse admittance to any school-sponsored event. All activities are invited events and FTCES reserves the right to revoke the invitation for any reason, at any time.

Regulations:

Attire: Appropriate dress is required at all FTCES functions. As such, students are expected to be dressed up to a level that reflects the occasion, including guests of the function that are not FTCES 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 including, but not limited to, induction and graduation ceremonies, 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, to provide adequate coverage of a student throughout 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).
- Shoes - appropriate style of semi-formal level dress shoes; **may not** be sneakers or flip-flops.
- For boys, semi-formal attire, when required, includes dress pants, collared shirt, and dress shoes. No denim, shorts, cargo pants, low-hanging pants, or sneakers.

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

Admission: Students must present admission fee or tickets to enter 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.
- Anyone who is attending a social activity sponsored by FTCES 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. Also, the 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 FTCES FOR DISCIPLINARY REASONS WILL NOT BE PERMITTED TO ATTEND A FTCES SPONSORED EVENT.
- All guests must be accompanied by a FTCES student. The number of guests per student for each event will be announced prior to the event.
- Any FTCES 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 safety and security reasons. FTCES reserves the right to check ID at any school function and deny access to anyone without ID. ALL FTCES students are required to present proper school-issued identification in order to gain admission to an event.
- 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. ID cards must represent the current school year.

Student Responsibilities:

- Students who have lost their right to participate in school sponsored activities on the day of the event are NOT permitted to attend.
- 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 the school, venue or parking lots will not be permitted.
- Students attending events will not be permitted to re-enter an event 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 event once they have entered, unless they are leaving for the entire evening.
- Students will not be permitted in the event with bottles (glass or plastic).
- Large backpacks will not be permitted into the event.
- All bags and personal items brought to the event are subject to be searched by a school representative
- All regulations of FTCES are in effect during every event 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 FTCES. 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 building and on school grounds.

PLEASE BE ADVISED – IF FOR ANY REASON A GUEST OR FTCS STUDENT IS NOT PERMITTED INTO AN EVENT, NO REFUNDS WILL BE ISSUED.

For Social Activities Requiring a RSVP:

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

EXTRACURRICULAR ACTIVITIES

Students of FTCS are encouraged to participate in activities beyond the classroom. These activities provide the opportunity for a student to expand his/her skills in another area of interest. FTCS provides students with a variety of athletic and co-curricular activities.

Some possible clubs offered may include:

Honor Society
Music Club
Sports Club
Student Government
Yearbook
Renaissance

All students must meet the school's requirements of respectable attendance, grades, and discipline in order to participate in any extracurricular activities. The FTCS Administration reserves the right to deny participation to any person not meeting the school's requirements.

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

IX. TITLE I

FTCS 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 FTCS student body are classified as economically disadvantaged (as determined by participation in the National School Lunch Program), FTCS 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 2023-24, FTCS 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 FTCS' schoolwide project.
- Retain the positions that have allowed us to reduce class sizes and provide more course offerings in math, English, and science.
- Provide opportunities for increased parent involvement, including providing electronic access to student grades, attendance, homework, etc. through programs such as 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 PowerSchool, our integrated school management software system.
- Offset the costs of independent audit, specifically regarding federal programs and the expenses associated with managing our federal

programs.

Annual Title I Meeting:

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

Parent Rights Under Title I:

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

- **Be involved in our Title I, Part A programs** – FTCEs, 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 FTCEs 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** – FTCEs 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 Elementary School agrees to implement the following statutory requirements:

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

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

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

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

1. Franklin Towne Charter Elementary 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 Elementary 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 Elementary 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 Elementary School will build the schools' and parent's capacity for strong parental involvement, 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 aid 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,
- FTCEs' 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 Elementary 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.
- 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 1956 (ESEA) includes additionally right to know requests. At any time, parents and family members can request:

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

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all 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 Matthew Kocher at 215-289-3389.

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 FTCES 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 FTCES regarding the complaint.

PDE Complaint Resolution Procedures

Filing a Complaint – Complaints should be addressed as follows:

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

- 1) ***Referral***—Complaints against FTCES or appeals from FTCES decisions regarding complaints will be referred to the Regional Coordinator for FTCES.

- 2) **Notice to FTCES**—The Regional Coordinator will notify Franklin Towne’s CEO that a complaint or appeal has been received, will provide a copy, and will direct FTCES to respond.
- 3) **Investigation**—After receiving FTCES’ 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 FTCES.
- 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 FTCES 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 ensure 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
Division 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 ensure 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: FTCES’ Federal Programs Coordinator is a representative of OmniVest Management, Inc. They can be reached at info@omninvestllc.com