

Benjamin Franklin Elementary Academics Plus School

5737 Rising Sun Avenue
Philadelphia, PA 19120
(215) 400-3760



STUDENT & PARENT HANDBOOK

2021-2022

Dear Parents/Guardians and Students:

This handbook is our means of acquainting you with the programs and policies of Franklin Elementary School. It is designed for the safety, health and the educational welfare of our students. We know you will read it thoroughly with your children and see that they follow all of its policies and procedures. Please keep this handbook as an active reference. Another source of information to parents/guardians is the Franklin website and Instagram page. Our telephone number is (215) 400-3760.

By working together, we will be able to continue our policy of showing keen interest and care for all Franklin students. Please return the last pages of this handbook, Textbook policy, Agreement Contract, Nurses' letter and the form for publishing to your child's teacher. We greatly appreciate the high level of cooperation you, the parents, give the caring Franklin staff.

It is with certainty and pleasure that we look forward to enjoying an educationally profitable year working with you, the members of the Franklin community.

Sincerely,

R. Greene, Principal

Mission Statement

Benjamin Franklin Academics Plus Elementary School recognizes the right of every child to reach his or her potential. We believe that each child has the ability to learn and succeed. We intend to create and maintain a school climate where teaching and learning are priorities. We commit ourselves to: take every child from where he/she is now and to move him/her forward and create a stimulating environment where all members of the school family will learn, continue to grow and strive for excellence. These commitments are the cooperative responsibility of administration, faculty, family, the community and students. It is our goal that the graduates of Franklin Elementary School will be prepared with the academic, technological and social skills necessary to achieve success in high school and will be prepared to meet the demands of the 21st century.

Benjamin Franklin Elementary School embraces the Inclusionary Model and its principles and practices. Our Mission involves ensuring that all support systems are available to all children that insure learning for all students. School administration, professional staff, parents, non-teaching staff and the community share the responsibility for all students. Franklin School is committed to establishing a collaborative school culture, which strives to remove all barriers so that diverse learners can increase student achievement.

We will take action by creating and maintaining a school climate where teaching and learning are priorities. We expect nothing less than an accessible, multicultural community in which civility and respect are fostered, and discrimination and harassment are not tolerated. We will take action by allowing students to have a voice in our school, take every child from where he/she is now and to

move him/her forward and create a stimulating environment where all members of the school family will learn, continue to grow and strive for excellence.

SCHOOL HOURS

- Our school day begins promptly at 7:30 AM. Parents are reminded that students should not come to school prior to 7:25AM. Staff will not be present to supervise students inside the school or outside in the schoolyard. All students will be dismissed no later than 2:09PM. Please note that on the monthly calendar are 11:09AM Early Dismissals during the school year. Every child must know where to go and children may not be left at school.
- A parent or legal guardian must sign out students requiring an early dismissal with proper I.D. PRIOR to 1:30 PM. No students will be dismissed after 1:30PM.
- Under no circumstances may an elementary school pupil be released from school during school hours without an identified adult accompanying him.

SCHOOL STAFF

Ms.. Greene – Principal

Ms. Scanlan -Assistant Principal

Ms. McKenna- Counselor Grades K to 4

Ms. Koresko-Counselor Grades 5 to 8

Ms.. Smith-Secretary

Ms. Brown-Dean of Students, Grades K to 4

Mr. Tonkin-Dean of Students, Grades 5 to 8

2011-2022 Uniform and Proper Attire

Boys:

Top: Light blue button down shirt with short or long sleeves. Seventh and Eighth grade boys are to wear red button down shirts with short or long sleeves. Shirts must be “tucked in.”

Bottom: Navy pants that fit at the waist, belted. No Sagging Pants.

Girls:

Top: Light blue tops with sleeves; pointed or “Peter Pan” collars. Seventh and Eighth grade girls are to wear red button down shirts with short or long sleeves. Shirts must be “tucked in”.

Bottom: Navy pants, Navy skirts, skorts, or jumpers of length of no more than one inch above the knee

For safety reasons, students are to wear closed toe shoes and not slippers, slides or sandals. Sneakers can be worn on gym days.

For the winter months students are to wear a navy blue sweater.

ADMIT and DISMISSAL-Grades K to 5 will line up in the schoolyard. Grades 6 to 8 will line up in the front schoolyard. Grades K to 2 will enter through the door next to the parking lot. Grades 3 to 5 will

enter through the new tower door next to the schoolyard. Grades 6 to 8 will enter the door closest to the trailer. Students will be dismissed to the same locations.

During dismissal, the person who is picking up will need identification and will need to be on the student's profile as a person in the household or emergency contact.

LINES OF COMMUNICATION

At this time no visitors or parents will be allowed in the building. This adheres to the protocols of the School District of Philadelphia. Please contact teacher's via email, Class Dojo, Google classroom and by calling the main office. Our Instagram address is ben_franklin_el_phila and our website is www.franklin.philasd.org

ILLNESS – ABSENCE NOTES

If your child feels sick before leaving for school, our experience teaches us that it is better for you to keep him/her at home. Students can find the Pre Screening form [here](#). We have found that the child usually gets sick in school, and this necessitates your coming for your child. Students will be placed into our Medical Room to wait for a parent/emergency contact.

When communicating an absence, please write the **DATE** or **DATES of ABSENCE** on the note along with the reason for the absence.

CAFETERIA PROCEDURES

- Breakfast will be given to students as they enter the door. Students will eat breakfast in their classroom.
- Lunch will be served in the cafeteria for one grade. After eating, students will have recess.

District Code of Conduct can be found [here](#).

Lock Down & Stay Down /Shelter in Place (No one in, No one out)

In case of extreme school and community emergencies ALL children will remain in school until further notice is given by school officials, Phila. Police, and/or the Fire Dept.

No one is allowed in and no one is allowed out for safety measures!

Please watch local news and listen to KYW 1060 for further details.

PROPER PHOTO I. D. is required to pick-up your child.

COMPUTING AND INTERNET – ACCEPTABLE USE POLICY (an AUP)

A. Purpose

1. The School District of Philadelphia is providing its employees and students ("users") with access to computing equipment, systems and local network functions such as School District e-mail and the Internet.
2. This access has a limited education purpose for students and is to facilitate employees' work productivity.

B. Access Rights and Privileges

1. The School District has the right to place reasonable restrictions on the use of equipment, resources and material students and employees access or post through the system. Students and employees are also expected to follow the rules set forth in the District's rules and regulations governing conduct, disciplinary code, and the law in their use of The District's equipment and network. This access has not been established as a public access service or a public forum. All access and rights are privileges granted by the District, and users should expect no privacy rights.
2. All District employees and students will have access to the Web through The District's private network. Parents may specifically request that their children not be provided such access by notifying the District in writing.
3. No student will be given or have access to Internet e-mail.
4. Secondary students may be provided individual District private network (local school and administrative sites) email accounts. This is a local decision.
5. Guests/contractors are not automatically eligible for a District email account. System access accounts will be granted if directly sponsored by a District administrator.

C. Unacceptable Uses

1. Users may not use the District's private network to access material that is profane or obscene (pornography of any kind), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
2. Users may not post personal information on the Internet about themselves or other people. Personal contact information includes address, telephone, school address, work address, pictures or video bites, clips, etc.
3. Students may not agree to meet with someone they have met on the Internet without their parent's approval and participation.
4. Users may not attempt to gain unauthorized access to any other computer system. 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", "snooping", or "electronic discovery".
5. Users may not deliberately disrupt or harm hardware or systems, interfere with computer performance, interfere with another's ability to use equipment and systems, or destroy data.
6. Users may not use the District's private network to engage in illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
7. Users may not use the District's private network to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.
8. Users may not post information that could endanger an individual, cause personal damage or a danger of service disruption.
9. Users may not knowingly or recklessly post false or defamatory information about a person or organization.
10. Users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
11. Users may not indirectly or directly make connections that create "backdoors" to the District, other organizations, community groups, etc. that allow unauthorized access to the District's network.
12. Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
13. Users may not engage in personal attacks, including prejudicial or discriminatory attacks.
14. Users may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
15. Users may not repost a message that was sent to them privately without permission of the person who sent them the message.
16. Users may not forward or post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
17. Users will not install or reproduce unauthorized or unlicensed software on District resources.
18. Users may not plagiarize works that they find on the Internet or other resources.
19. Users may not use computer resources and the Internet for private business activities or unreasonable personal use.
20. Users may not use the District's private network for political lobbying.
21. Students will not download files unless approved by their teacher.

D. System Security Obligations

1. Users are responsible for the use of their individual access account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person.
2. Attempts to log on to the District's private network or any other network as a system administrator is prohibited.
3. Any user identified as a security risk or having a history of violating this or any other Acceptable Use Policy may

be denied access to the District's private network.

4. Users will avoid the inadvertent spread of computer viruses by following the School District virus protection procedures if they download software or share a common file directory.
5. Users should immediately notify a teacher or system administrator of any possible security problem.
6. Students will promptly disclose to their teacher or other appropriate school employee any message received that is inappropriate.

E. Filtering

1. As required by law and in recognition of the need to establish a safe and appropriate computing environment, the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet.

F. Due Process

1. The School District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through The District's private network.
2. In the event there is an allegation that a student has violated the District Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and will be provided with notice and opportunity to be heard in the manner set forth in the Student Hearing Process Policy. Disciplinary actions may be taken.
3. Employee violations of the District Acceptable Use Policy will be handled in accordance with law, School Board Policy or collective bargaining agreement(s), as applicable.

G. Administration

1. The Chief Information Officer has the responsibility and authority for the development, publication, implementation and ongoing administration and enforcement of the processes and techniques required to protect the Philadelphia School District's computer systems from unauthorized access, loss or misuse.
2. School principals have the responsibility to establish a system to ensure adequate supervision of students using the system and to maintain executed user agreements for students. They are also responsible for interpreting and enforcing this policy at the local level.
3. Local management has the responsibility to interpret and enforce this policy for employees including maintaining executed user agreements.

NURSE SERVICE

School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If a parent is not available, the child will be taken to the emergency room of the closest hospital. Remember an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor **must** be on file at the school.

Please update any changes in contact information with the main office or your child's teacher.

Read the following instructions regarding administration of medication in school:

1. **Medication will be given in school ONLY if it cannot be given at home.** For example: Asthma inhaler for emergency/ rescue use, emergency medications such as Epi-Pen for allergic reactions, and insulin. Medication such as antibiotics, unless specifically ordered hourly can be given at home and will not be given at school.
2. Children shall NOT carry medication to school. A parent/ guardian must bring medication with necessary paperwork to the school nurse.
3. The appropriate MED-1 form MUST be completed by your child's doctor and signed by a parent/ guardian **BEFORE** any medication will be given in school.

4. All medication MUST be in a pharmacy labeled bottle/ box reflecting the current date, the student's name and instructions for medication use.
5. All over-the-counter medications that cannot be given at home must have a completed MED-1 on file with the school nurse. Medication must be in original packaging.

Title I documents

[Title I Parent Compact](#)

[Title I Parent and Family Engagement Policy](#)

