

Franklin High School

2016-2017

STUDENT/PARENT

HANDBOOK & CLIMATE GUIDE



FRANKLIN HIGH SCHOOL
3905 SE 91st Ave Portland, OR 97266
Main Office: 503-916-5140
Main Office Fax: 503-916-2694
Attendance Office: 503-916-4140 x81059
Athletic Office: 503-916-5280 x81043
<http://www.pps.k12.or.us/schools/franklin/>

Juanita Valder, Principal
Chris Frazier, Vice Principal
Dennis Joule, Vice Principal
Emily Mather, Vice Principal
Steve Matthews, Business Manager
Scott Santangelo, Athletic Director

This handbook belongs to:

NAME: _____

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MAIN OFFICE AND STAFF DIRECTORY

Please visit our school website <http://www.pps.k12.or.us/schools/franklin/> for emails and phone extensions of all staff and teachers.

Main Office		503-916-5140	
Attendance Office		503-916-5140	x81055
Main Office Fax		503-916-2705	
Principal	Juanita Valder	503-916-5140	x81040
Principal's Secretary	Elizabeth Avila		x81045
Vice Principal	Chris Frazier		x81041
Vice Principal	Dennis Joule		x81042
Vice Principal	Emily Mather		x81049
Vice Principal's Secretary	Sorena Dibble		x81055
Vice Principal's Secretary	Jill Register		x81047
Business Manager	Steve Matthews		x81044
Athletic Director	Scott Santangelo		x81043
Activities Director	Marc Appell		x81450
Counselors (Student Case Load)	Danelle Chapman (A - Da)		x81058
	Alice Headley (De - I)		x81056
	Sara Goldman (J - Ne)		x81026
	Holly Vaugh-Edmonds (Ng - Sn)		x8057
	Hoang Tran (So - Z)		x81020
Counseling Secretary	Sheila Dygert		x81053
Counseling Secretary	Dorene Jones		x81059
Attendance Office	Sorena Dibble		x81269
Bookkeeper	Jan Stubblefield		x81062
Bookroom	Marjorie Chambers		x81068
College & Career Center Coordinator	Raquel Laiz		x81015

FRANKLIN HIGH SCHOOL 2016-17 BELL SCHEDULE

A/B		Tutorial		Assembly		Early Dismissal	
Period 1/5	8:15- 9:47	Period 1/5	8:15-9:31	Period 1/8	8:15-9:31	Period 1/5	8:15-9:18
				Assembly	9:36-10:36		
Period 2 /6	9:52-11:24	Period 2 /6	9:36-10:52	Period 2 /6	10:41-11:57	Period 2 /6	9:23-10:26
Lunch	11:24-12:01	Period 3/7	10:57-12:13	Lunch	11:57-12:33	Period 3/7	10:31-11:34
Period 3/7	12:06-1:38	Lunch	12:13-12:49	Period 3/7	12:38-1:54	Lunch	11:34-12:07
Period 4/8	1:43-3:15	Period 4/8	12:54-2:10	Period 4/8	1:59-3:15	Period 4/8	12:12-1:15
		Tutorial	2:15-3:15			District PD	1:15- 3:15

Finals Day 1 January 24, 2017 June 7, 2017		Finals Day 2 January 25, 2017 June 8, 2017		Finals Day 3 January 26, 2017 June 9, 2017		2 Hour Late Open Inclement Weather	
Period 1 Final	8:15- 9:45	Period 5 Final	8:15- 9:45	Period 3 Final	8:15- 9:45	Late Open	8:00-10:00
Period 2 Final	9:50-11:20	Period 6 Final	9:50-11:20	Period 7 Final	9:50-11:20	Period 1/5	10:15- 11:18
Lunch	11:20-12:05	Lunch	11:20-12:05	Lunch	11:20-12:05	Period 2 /6	11:23-12:26
Period 4 Final	12:10-1:40	Period 8 Final	12:10-1:40	Tutorial/Prep	12:10-1:40	Lunch	12:26-12:59
Tutorial/Prep	1:45-3:15	Tutorial/Prep	1:45-3:15	Tutorial/Prep	1:45-3:15	Period 3/7	1:04-2:07
						Period 4/8	2:12- 3:15

FHS A/B Calendar 2016-17

A Day 1-4	B Day 5-8
-----------	-----------

July						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23-P	24-P	25-P	26	27
28	29	30	31-T			

September						
Su	Mo	Tu	We	Th	Fr	Sa
				1-T	2	3
4	5	6	7	8	9	10
11	12	13	14	15-T	16-A	17
18	19	20	21-ED	22-T	23-T	24
25	26	27	28	29-T	30-T	

October						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5-T	6-T	7	8
9	10	11	12	13	14	15
16	17	18	19-ED	20-T	21-T	22
23	24	25	26-T	27-A	28	29
30	31					

November						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4-P	5
6	7	8	9-C	10-C	11	12
13	14	15	16	17-T	18-T	19
20	21	22	23	24	25	26
27	28	29	30-T			

December						
Su	Mo	Tu	We	Th	Fr	Sa
				1-A	2	3
4	5	6	7	8-T	9-T	10
11	12	13	14-T	15-T	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12-T	13-A	14
15	16	17	18	19	20	21
22	23	24-F	25-F	26-F	27-P	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1-T	2-T	3	4
5	6	7	8	9-T	10-T	11
12	13	14	15-ED	16-T	17-T	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2-T	3-T	4
5	6	7	8-A	9-T	10	11
12	13	14	15-ED	16-T	17-T	18
19	20	21	22-T	23-A	24	25
26	27	28	29	30	31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7-P	8
9	10	11	12	13-T	14-A	15
16	17	18	19-T	20-T	21	22
23	24	25	26	27-T	28-T	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3-T	4-A	5	6
7	8	9	10	11-T	12-T	13
14	15	16	17-ED	18-A	19-T	20
21	22	23	24	25-T	26-A	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7-F	8-F	9-F	10
11	12-P	13-P	14-P	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

T=Tutorial Schedule A=Assembly Schedule ED=Early Dismissal Schedule
 F=Finals Schedule C=Conferences (No School) P=Teacher Planning (No School)

Franklin High School Mission Statement

Franklin High School engages each and every student with instruction based on both tradition and innovation that broadens and deepens knowledge, increases skills, and inspires confidence. Providing a diverse and supportive environment, our educators, families and community prepare our students for a strong future and appreciation for lifelong learning and service.

Franklin High School Vision Statement

FRANKLIN
Tradition ~ Community ~ Future
STRONG

About Franklin High School

Franklin High School has been serving students in southeast Portland since 1914. Many of our families have attended FHS for several generations, giving us a strong community base. Franklin is a diverse neighborhood school that attracts students from the entire metropolitan area.

Franklin embodies a student-centered environment geared towards the success of each individual student. Incorporating Positive Behavioral Intervention Systems and Restorative Justice principles, when working with students; Franklin High School looks to identify every opportunity to positively encourage and support students in meeting their full academic, physical, social, and emotional potential.

Franklin High School Fight Song

“Franklin High School, Franklin High School, Here's for you we play
In our hearts old Franklin High grows dearer every day, Rah Rah Rah!
Franklin High School, Franklin High School, Fight on for your fame.
So fight Quakers, fight, fight, fight! We'll win this game!
F - R - A - N - K - L - I - N
Franklin High School, Franklin High School, Fight on for your fame.
So fight Quakers, fight, fight, fight! We'll win this game!”

Purpose of the Handbook & Climate Guide

Students and families are required to read this publication carefully and keep it throughout the year for reference. Students and parents will be held accountable to these policies.

Franklin High School reserves the right to make revisions to this guide when, and if, deemed necessary by the school Administration. Observance of any change is expected of all, when the change is made known to students and families.

I. ACADEMIC INFORMATION

ACADEMIC INTEGRITY

Statement of Philosophy:

We believe that honesty and integrity are important and desirable traits in all areas of life including a student's academic pursuits. Faculty members have an obligation to educate students to standards of academic integrity and to report violations by those students.

Definition:

The principle of academic integrity is that a student's submitted work, examinations, reports or projects must be that student's own work. Students should not:

- Represent the work of others as their own;
- Use unauthorized assistance in any academic work;
- Give unauthorized assistance to other students;
- Modify, without faculty approval, an examination, paper record or report for the purpose of obtaining additional credit;
- Fail to meet other conditions for academic integrity as required by a faculty member for a specific course.

Expectations:

1. Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report dishonesty when you see it.
2. Use quotation marks where appropriate and cite your source(s) whenever you use words or ideas that are not your own when writing a paper.
3. During assessments (tests), do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.
4. Do not put yourself in a position where you can be suspected of having copied another person's work or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your instructor's confidence in your work.
5. The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education.
6. Never falsify a record or permit another person to do so. Academic records are regularly audited and students whose grades have been altered put their transcript at risk.
7. Never fabricate data, citations or experimental results.
8. Never take test materials and/or answer keys from an instructor for the purpose of duplicating or using the material on a quiz or exam.
9. Never misuse the internet as a resource to complete assignments.

ADD/DROP POLICY OR COURSE CHANGE

Students are placed in courses based on spring forecasting. The choices students make at this time determine the teacher and entire school schedule. Students are expected to take the classes they have chosen, as the school is not able to redesign the school schedule once classes commence in fall.

Students may be transferred from one course to another course during the first three weeks of each semester with parental and counselor approval and without grade penalty. This does not apply to students transferring to Franklin from another school.

Students need to pick up an add/drop form in the Counseling Center.

Adding a Class

- Through the **end of the first 3 weeks of each semester** a student can add a class to replace a class that they have dropped. Adding a class is dependent upon class sizes (availability) and student needs.
- It is the responsibility of the student and teacher to discuss work and learning that needs to be made up if the student enrolls after the first day of class and during the first two weeks of a new semester

Dropping a Class:

- It is not appropriate for teachers or counselors at any time to counsel students to drop a class. Students are to be counseled to improve performance. If a student has truly been misplaced in a class it is appropriate to assist them in changing to a more appropriate level course.
- Students may withdraw from a class **within 15 school days** (not class days) without penalty or notation on the transcript. Both the parent and the teacher (or administrator) must approve the change and approval must be documented.
- After the 15 day withdrawal period has expired, students shall NOT be allowed to drop a class without a transcript notation of "WF" (Withdraw/Fail) as the final grade UNLESS the building administrator grants an exception based on extreme and/or extenuating, documented circumstances. A level change within the same subject (i.e. a change from calculus into pre-calculus) would not be subject to this practice. A building administrator must sign all approved requests.

Guidelines for using notations WR/WN/WX:

After the 15 day period for dropping a class has passed, a student will receive one of the following notations on their transcript if the student drops a class:

- **Withdraw Fail (WF):** Student withdraws and is not passing the course at the time of withdrawal or the student withdraws from a course after the 15 day withdrawal period.
 - A "WF" **is** factored into the student's GPA.
- **Withdraw No Pass (WN):** Student withdraws in a Pass/No Pass system and is not passing the course at the time of withdrawal.
 - A "WN" **is not** factored into the student's GPA.
- **Withdraw No Grade (WX):** A WX notation is given only in rare and unusual circumstances, (i.e., those which are out of the control of the student such as extended illness, death of a family member, etc.) and must be approved by the building administrator. In each extenuating circumstance, written documentation such as grades, attendance, evidence of extenuating circumstances, and record of a parent/teacher/counselor/student/administrator meeting will be kept on file.
 - A "WX" **is not** factored into the student's GPA.
- Three weeks prior to the end of the semester/two weeks prior to the end of the trimester: If a student withdraws, an "F" is recorded on the transcript. No exceptions.

First 15 days of the semester	After 15 days of the semester	3 Weeks prior to end of semester
<p>Student may choose P/NP option</p> <p>Student may drop a class with no notation on the transcript</p>	<p>Student cannot drop a class without a notation of: WF, WN, or WX (see previous guidelines)</p>	<p>If a student withdraws during this timeframe, an "F" is recorded on the transcript. (NO EXCEPTIONS)</p> <p>Student will have the option for an Incomplete or WX ONLY with building administrator approval.</p>

ADVANCED PLACEMENT COURSES

Franklin High School is nationally recognized as providing a robust academic program and has a long successful history of offering students college-level Advanced Placement (AP) courses. These courses and exams give Franklin students an edge:

- Rigorous courses provide thorough preparation for college.
- Nationally recognized AP standards make your transcript stand out in the college admissions process.
- Scores of 3 or more may earn credit or advanced standing at many colleges and universities
- Your investment in AP exams could save you money during college and/or allow you to advance toward your degree.

Students enrolled in Advanced Placement courses are strongly encouraged to persist and complete the course; seeking support through tutorial, rather than consider dropping. Students are not permitted to drop an Advanced Placement course with the first two weeks. Students considering dropping an Advanced Placement Course in the third week must first meet with their teacher and counselor before a course change is considered by an Administrator.

Due to the increased rigor and high demands of Advanced Placement courses; Counselors and Administrators reserve the right to monitor and potentially limit the number of Advanced Placement courses a student may take within a semester. This measure is done to support students and assist with balancing student course work.

Students enrolled in Advanced Placement classes are highly encouraged to participate in the Advanced Scholar Program. The Advanced Scholars program seeks to challenge students to reach their full potential while at the same time prepare them for success in college. The Advanced Scholar program offers mentoring, tutoring, enrichment activities promoting college, and scholarship opportunities.

Contact Pam Garrett and Elisa Wong, Advanced Scholar Program Co-Directors, for more information: pgarrett@pps.net or ewong@pps.net

STAMP TESTING

(STAndards-based Measurement of Proficiency) is a web-based test that is an option for high school students to earn academic credits for language proficiency. Students should be native English speakers or ESL students with high intermediate to advanced English. Application with parent signature is required at time of test.

AVAILABLE LANGUAGES: Arabic, Chinese Simplified, Chinese Traditional, French, German, Italian, Japanese, Spanish.

FEES: PPS students: \$35 Free/Reduced Meal Eligible Students: \$15

Please see your Counselor for more information

COLLEGE AND CAREER CENTER

College and Career Center is open during the school day. It is located in room B-6. The specific hours of operation are determined according to staff and volunteer team availability. Students will have the opportunity to learn about college and career pathways through an on-line tool, Naviance. Naviance is a comprehensive college search engine. Each Franklin High School student has a Naviance log in and password. If you do not know your Naviance log in or password, please inquire with the College and Career Coordinator.

College and Career Center Services (based upon staff availability)

- Information about school-to-work programs and activities, including job shadows, internships, site tours, student/partner projects, project-based learning, classroom speakers, and more.
- Current information on careers & workplace development, including access to Naviance, our on-line information system.
- Pre-employment training, including resume development, interview skills & practice, and more. General job placement assistance as appropriate.
- College & scholarship information (including technical schools, community colleges, 4-year universities, trades apprenticeship programs, and company college-on-the-job programs.
- Those qualified under the Free & Reduced Lunch Program may also receive additional services, including bus passes—ask us!
- Project Plus—technical assistance toward college entrance.
- After school tutoring.

Upon entering high school, students begin taking the distinctive pathway toward their future—learning, working, engaging in community service, gaining family skills, and experiencing fun—all of these things students will be doing for the rest of their lives. Everything students do today will impact their lives tomorrow. The staff at Franklin is here to help guide and affirm students during these important years as they plan for their professional and personal life. The future of our students will be bright!

Parent Volunteer Opportunities

Franklin welcomes parents to join the Center Volunteer Team; there are several opportunities and ways to be involved. Contact Amber McGill, SUN School Coordinator, regarding volunteer opportunities: amcgill@impactnw.org

PORTLAND PUBLIC SCHOOLS DIPLOMA REQUIREMENTS	All Classes
English	4
Math	3
Science	3
Social Studies	3
Physical Education	1
Health	1
Career & Technical Education, The Arts or World Language	
World Language	2
Career & Technical Education, The Arts or the 3rd year of the same World Language	1
Electives	6
¹ Meet district proficiency for Oregon's Essential skill (ES) standards:	Reading Writing Math
² Develop a Personal Education Plan	X
³ Participate in Career Related Learning Experiences <i>*Class of 2017 and Beyond will need to do two (2) Career Related Experiences</i>	X
⁴ Demonstrate Career Related Knowledge and Skills	X
⁵ Complete an Extended Application	X
TOTAL CREDITS	24

Essential Skills: Read, write, speak/listen, think critically, apply math, use technology, civic and community engagement, global literacy, personal management and teamwork.

²Personal Education Plan: Helps to guide students in pursuing their personal, academic and career interests and post-high school goals.

³Career Related Learning Experiences: Educational experiences that connect learning to the world beyond the classroom.

⁴Career Related Learning Standards: Problem solving, personal management, teamwork, employment foundations, communication and career development.

⁵Extended Application: The application of academic and specialized knowledge and skills within the context of a student's personal and career interests and post-high school goals.

More details at <http://www.pps.k12.or.us/departments/curriculum/2906.html>

OREGON UNIVERSITY SYSTEM ENTRANCE

Requirement	Eastern Oregon University	Oregon Institute of Technology	Oregon State University*	Portland State University	Southern Oregon University	University of Oregon	Western Oregon University
High School Graduation	Yes	Yes	Yes	Yes	Yes	Yes	Yes
High School GPA	2.75	3.00	3.00(C)	3.00	2.75(D)	3.00	2.75
Subject Requirement , 15 units (A)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
SAT Reasoning/ACT Scores (B)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Additional Campus Review Required (Evidence of proficiency, if available, will be considered here.) (D)	If below 2.75, Portfolio may be required	If 2.50 to 2.99	If below 3.00; or fewer than 15 subject units	If below 3.00; or fewer than 15 subject units	If below 2.75	Application essays required of all applicants; applications reviewed through comprehensive review	If below 2.75; or fewer than 15 subject units

A. All OUS institutions require two years of same high school-level second language with a grade of C- or above, or two terms of a college level second language with a grade of C- or above, or acceptable performance on proficiency-assessment options. American Sign Language or demonstrated proficiency in an American Indian Language (as certified by the governing body of any federally recognized tribe) can meet all or part of the second language requirement. The second language requirement applies to transfer students graduating from high school in 1997 or thereafter.

B. Minimum test scores are not set for regular campus admissions, but test results may be used during additional campus review processes. OUS schools may require a standardized writing exam. Students submitting the SAT II Reasoning exam will be submitting a standardized writing exam. Students submitting the ACT should submit scores from the optional writing examination. For the Automatic Admission option, minimum test scores are set; for more information go to www.ous.edu/autoadmission.

C. OSU requires the Insight Resume. Completion of math through the level of Algebra II is highly recommended.

D. All OUS institutions conduct more comprehensive reviews of applicants who do not meet the minimum required GPA for admissions. Reviews include additional factors such as standardized test results, rigor of courses taken, review of writing sample or personal essays, non-cognitive factors, and other indicators that predict potential success in college. Academic performance and meeting minimum qualifications are not the sole criteria for admission to an OUS university. A university may evaluate other factors to determine ability to maintain the standards of academic and professional conduct expected at the university.

*For admission requirements to OSU-Cascades, please see their website, www.osucascades.edu/admissions.

NOTE: ALL OUS institutions conduct more comprehensive reviews of applicants who do not meet the minimum required GPA.

For more information about minimum OUS admission requirements, contact the college in which you are interested in enrolling. A great deal of information is available on college websites.

COUNSELING CENTER

Franklin High counselors are responsible for students whose last names fall within certain sections of the alphabet. The counselor and student are together for all four years, which provides opportunities to work closely with individuals and families. We remain committed to helping each student have a positive and successful experience. We encourage parent involvement and communication. We look forward to working with all Franklin High School families.

Counselors: (students with last names)

Danelle Chapman (A - Da)	x81058
Alice Headley (De - I)	x81056
Sara Goldman (J - Ne)	x81026
Holly Vaughn-Edmonds (Ng - Sn)	x81057
Hoang Tran (So - Z)	x81020

GRADING SYSTEM

Grading is the teacher's best professional estimate of how well the student has met the goals and objectives of the class. The teacher determines the grade; please see teacher syllabi for grading system information. Parents having questions about any grade are to contact the teacher directly, then the designated Vice Principal.

PPS Grading Practices

It is the teacher's role to establish grading criteria and implement a policy that is clear and fair in accordance with district-approved policies and procedures. Grading practices need to be pre-determined before the course is offered, written in the course syllabus (available at <http://www.pps.k12.or.us/schools/franklin/>) and clearly communicated to parents and students. The following grading practices are to be used by PPS high school teachers, counselors and building administrators.

Grade Notations and Guidelines

- A letter grade of A, B, C, or D is passing and indicates a level of achievement.
- Although a letter grade of D is figured into a student's GPA (D= 1 point) a letter grade of D may indicate that the student has not demonstrated adequate proficiency to move on to the next level. See High School Course Guides for further information.
- Even though PPS grants credit for a letter grade of D, a student earning a D in any core class may not be admitted into the Oregon University System. Also, the NCAA may not accept the D as fulfilling their requirements
- A grade of F or WF (Withdraw/Fail) indicates that performance in a class was not at a level deserving credit toward graduation. An F/WF grade is averaged into a student's cumulative GPA.

Incomplete

- A notation of Incomplete indicates that the student did not complete enough work or did not meet minimum course requirements to master the content and earn credit.
- An Incomplete (I) notation should be used rarely and accompanied by a written plan and timeline for requirements to complete the course and obtain a passing grade. An “I” grade requires building administrator approval.
- In the event of extenuating circumstances, if an Incomplete is given, the student may have the option to contact the teacher and complete the work to achieve a grade.
 - The student has a **maximum of 6 weeks** from the date a grade is issued to contact the teacher, complete the work, and obtain a grade; otherwise the “I” will revert to the grade earned at the close of the grading period.
 - A detailed, written plan will be provided to ensure that the student understands the requirements needed to replace the “I” with a grade.
 - If an Incomplete is given at the end of second semester in June, The 6 week time period to replace the “I” begins with the start of school the following year.
- GPA: No credit is earned and an Incomplete does not affect the GPA as long as it remains an “I”. After 6 weeks, the “I” will become an “F” and at that time the GPA is affected by the zero points of the “F”.

Pass/No Pass

Note: Core courses required for graduation are NOT subject to the PASS/No Pass Option

- In a few selected courses, or under special circumstances, students may choose within the **first 15 days of each semester** to take a course pass/no pass.
- After this time period (see above) and under extenuating circumstances, only a building administrator can initiate a Pass/No Pass option.
- The Pass/No Pass option is:
 - Predetermined by the teacher as an option before the course is established
 - Written in the course syllabus
 - Clearly communicated to students and families
 - Chosen by a student as a grading option within the timeline mentioned above.
- To receive a Pass, a student must meet minimum course requirements at a letter grade of “C” or higher. A grade of “D” does not qualify.
- GPA: Neither a Pass or a No/Pass grade is calculated in the student’s GPA.

Grade Changes:

- If a student requests a grade change written documentation including the building administrator’s signature will be kept on file. The documentation will go directly to the data clerk for a grade change.
- Only a data clerk or transcript/counseling secretary may enter a grade change into Synergy.
- For protection of counselors and teachers, no counselor or teacher should have access to Synergy to make grade changes on their own.
- There should always be a built-in check and balance system for grade changes to insure that no one is accused of operating independently with regard to this issue.

Weighted Grading

A. Weighted Grades:

1. Provide an incentive for high school students to take the most rigorous course work available.
2. Assure that all Portland Public School Students have access to the opportunity to earn transcript recognition for their work.
3. Will only be given to course work authorized under national or international standards.

B. National or international program recognition is currently given to:

1. College Board approved Advanced Placement (AP) courses, and
2. Approved International Baccalaureate (IB) programs

C. Schools offering Advanced Placement or International Baccalaureate courses will grade these courses according to the following formula:

1. Completion with an A will earn 5 points, with a B will earn 4, with a C will earn 3 points and with a D will earn 2 points.

D. Pre-AP and Pre-IB courses will not be weighted.

E. Weighted grades are currently in place for IB courses and AP courses.

F. Transcripts will show both weighted and unweighted class ranking.

G. Weighted grades will not be used to determine valedictorian eligibility.

Grade-Point Average (GPA)

A student's grade-point average (GPA) is determined by dividing the total grade points earned by the number of credited courses taken for a given academic term.

II. ATTENDANCE AND TARDY POLICY

The staff at Franklin High School believes that there is a strong correlation between regular attendance and success in academic endeavors. Franklin's staff is committed to encouraging students to attend and to communicating with parents regarding attendance.

Students are expected to:

1. Attend all classes regularly and on time.
2. Excuse an absence within three days by providing a note, call or e-mail from a parent or guardian on record.
3. Make up work for excused absences.

Students who are absent from school experience a range of difficulties, and teachers cannot teach unless students are in class. Likewise, students who are tardy disrupt not only their own learning, but also the learning of the other students in the class. Therefore, the Oregon Department of Education has determined that students must attend classes regularly. Franklin High School willingly complies with this regulation as per PPS Board of Education Policy (BP #4.10.012 Student Attendance).

ABSENCES FROM SCHOOL

Attendance Monitoring

The student's absences and tardies are counted from the time the student officially enrolls in a course.

Excused/Unexcused Absences Policy

PPS Policy requires absences to be recorded as excused or unexcused.

Parents/guardians must contact the Attendance Office at 503-916-5140 x 81055 to notify the school of student absences.

Excused Absences

Medical/Dental appointment, illness, family emergency, family illness requiring the students' presence, religious holiday, funeral, and absences otherwise prearranged with staff approval are considered "excused", upon the notification from the students' parent/guardian. The parent/guardian must explain the student absence in a signed letter or phone call to the Attendance Office **within three days** of the absence or it will be recorded as unexcused.

- **Activities/Athletics** - Students who will be absent from class because of participation in school activities should turn in class assignments prior to leaving for the activity unless alternate arrangements are made with individual teachers.
- **All Others** - Students always have the right to make up work missed after an excused absence. School arranged field trips, attending a counseling appointment, meeting with an administrator, and Outdoor School are considered excused. It is the student's responsibility to make contact with his/her teachers concerning make-up assignments. It is also important that this be done the day the student returns to school. Students have two days to complete make-up work for an excused absence unless alternate arrangements are made with individual teachers. Semester exam make-ups must be arranged with the teacher on an individual basis.

Pre-arranged Absences

Students may pre-arrange an absence through the Attendance Office. The Pre-Arranged absence form may be picked up at the Attendance Office and it must be completed and returned prior to the planned absence. Students are encouraged to ask their teachers for the work they will be missing (if it can be done outside of class) so that they will be prepared for class when they return. An administrator must approve pre-arranged absences of three or more days.

Franklin discourages pre-arranged absences during finals week. Students will be expected to be in attendance during the final week of each semester because of scheduled final exams. Student's performance on these exams can significantly impact semester grades. Also, teachers should indicate if the student is not doing well in class so that parents can make informed decisions about their child missing school. If a student knows that he/she is going to be absent for an extended period of time, assignments may be obtained from the teacher in advance.

Unexcused Absences

Recreation, oversleeping, catching up on homework, working on a project, car trouble, etc. are not considered "excused." At the teacher's discretion, make-up work and time for unexcused absences may be made up on a full, partial or no credit basis during a designated time arranged with the teacher; please refer to the class syllabus.

AUTOMATIC 10 DAY WITHDRAWAL

Any absences (excused or unexcused) exceeding 10 consecutive school days require schools to withdraw students and remove them from enrollment; per State of Oregon Compulsory Attendance statues ORS 339.010. Families must schedule a re-enrollment meeting with a Vice Principal.

Field Trips

Field trip permission forms must be signed by the parent/guardian and turned in to the school at least one week prior to the field trip. All missed work must be completed in keeping with the general guidelines for excused absences.

Suspensions/Exclusions

PPS District Policy permits make-up work whenever a student is suspended/excluded from school. The excluded student is to be readmitted by an administrator only.

Emergencies

If an emergency or special circumstance occurs, or if you have any questions about the attendance policy, please contact the Attendance Office, or the designated Vice Principal at 503-916-5140.

TARDY POLICY

All students found in the hallways after the tardy bell rings will be directed to class. Campus Monitors will be responsible for directing students to class. Teachers will mark students as absent in the teachers' grade books if students arrive more than 10 minutes late.

Students who are out during class time must visibly carry a hall pass. Hall passes are to be issued to one student per class at a time, and not for the first or last 15 minutes of class, unless groups are sent to the Media Center.

Teacher's Assistants (TA's) are **NOT** exempt from this rule. Only one TA may be designated, per period, per teacher.

Admittance for Tardies

If you are tardy to class, you must stop by the Attendance Office to receive a pass. At that time, your tardy will be noted as either "excused" or "unexcused." If you have a legitimate reason for being late, a signed note from your parent/guardian is necessary in order to indicate it is "excused." If you do not have a signed note from your parent/guardian, your tardy will be "unexcused."

- If you arrive to class within **10 minutes** after the bell, you must have a valid note excusing the absence from another staff member, parent or the Attendance Office. Your absence will be excused in the Attendance Office.
- If you arrive to class later than **10 minutes** after the bell, you will have an unexcused.

LATE ARRIVAL/EARLY DISMISSAL

The student with late arrival privileges is not to be in the building more than 20 minutes prior to the first assigned class. The student with early dismissal privileges is to leave the building and grounds within 20 minutes after the last assigned class ends. An exception to the early dismissal privilege would be where library assignments require the student to remain in the building. Student abuse of late arrival or early dismissal privileges may result in students' loss of the privilege. Students will be given identification cards verifying this privilege. Students must carry this card at all times.

SCHOOL-INITIATED ATTENDANCE COMMUNICATION

Automated Call

Parents can expect that the automated telephone system will be used to alert them when their student has missed one class period or more within a 24-hour period. Please insure that your contact

information is updated whenever changes are made. Understand that your Primary phone number will receive these calls.

To change or update your phone number please contact the Counseling Center for further information at 503-916-5140 x 81053.

Attendance Office

Parents may be contacted by the Attendance Office, Attendance Clerk, or an Administrator. The school will maintain attendance records and report students' absences and excessive tardiness to parents/guardians. This reporting will be done by the phone-calling machine, by special progress reports, by attendance letters, or by notations on the report cards.

PARENT-INITIATED ATTENDANCE COMMUNICATION

All parents may contact the Attendance Office at 503-916-5140 x 81269 to check on the status of your student's attendance. Parents may also speak directly with the student's counselor or Vice Principal regarding student attendance.

III. ATHLETICS

FRANKLIN/PORTLAND INTERSCHOLASTIC LEAGUE (PIL)

Students who wish to participate in athletics must visit the Athletic Office to pick up physical examination cards and eligibility forms in the Athletic Office in Room A-27C. Both are necessary before a student may try out for any PIL athletic team.

The following conditions apply in order to participate in athletics:

1. Must have passed at least 5 classes from the previous semester
2. Must be currently enrolled and passing at least 5 courses
3. Earned the following credits:
 - 4.5 credits by the start of 10th grade
 - 10.0 credits by start of 11th grade
 - 17.0 credits by the start of 12th grade
4. Earned the following minimum GPA from the previous semester
 - Have a 2.5 GPA with no more than 1 F.
 - Have a 2.0 GPA with 0 F's.

Failure to meet conditions # 1, 2, or 3 = *Ineligible* (Not able to participate)

Failure to meet conditions # 4 = *Academic Probation* (Mandatory Tutorial in order to participate)

*Fall grade criteria is based on second-semester grades from the previous year.

*Winter grade criteria is based on first-semester grades of the current year.

Franklin High School functions under the auspices of the Oregon School Activities Association (OSAA) and competes at the 6A level in the Portland Interscholastic League and offers a full range of athletic opportunities shown below:

Fall

Football
Men's/Women's Soccer
Men's/Women's Cross Country
Women's Volleyball
Cheer Team

Winter

Men's/Women's Basketball
Men's/Women's Swimming
Wrestling
Dance Team

Spring

Men's Baseball
Women's Softball
Men's/Women's Tennis
Men's/Women's Track
Men's/Women's Golf

CLEARANCE – MEDICAL/INSURANCE

In order to participate in any sport at Franklin, students must go through a clearance process. Every participant must obtain a physical examination from a physician prior to the first team practice.

Information for students turning out for the first time at Franklin or returning students renewing their physicals after 2 years. OSAA rules mandate a physical examination every 2 years.

- Forms are available at <http://www.pilathletics.com>. The required “blue card” is not available online and must be picked up from the Athletic Director in room A-27C.
- **A physical examination is required**
- Parents must sign all forms.
- Return completed packet directly to the Athletic Director (AD).

Information for students who have participated in a sport at Franklin and who have had a physical within the last 2 years.

- Forms are available at <http://www.pilathletics.com>. The required “blue card” is not available online and must be picked up from the Athletic Director in room A-27C.
- **A physical is not required; however a medical update form must be completed.**

ELIGIBILITY – OSAA & PIL

OSAA standard: Passing 5 classes. PIL standard: 2.0 GPA or 2.5 GPA with 1 “F”. Those athletes not meeting the PIL standard are on academic probation. They are required by the FHS Athletic Department to complete tutorial each week with a monitoring sheet as proof. To maintain athletic eligibility, they are to follow and recognize the importance of the tutorial rules.

Tutorial Policy & Procedures

1. Minimum 3 hours of tutorial time each week with a teacher.
2. No more than 1 ½ hour each day.
3. Minimum 2 hours from tutorial schedule. The other 1 hour may come from a specific teacher, a coach running a formal team study time, or from a study hall.
4. The Athletic Director will sign the monitoring sheet verifying the completion of 3 hours.
5. Turn in the monitoring sheet to the Athletic Director each Friday.
6. If you lose the monitoring sheet, pick up another one in the Athletic Director's Office. Contact the Athletic Director with questions at 503-916-5140 x 81043

ELIGIBILITY-GRADES

An athlete must be passing at least 5 classes at the end of each semester to be eligible for participation and must continue to pass 5 classes to remain eligible. At the end of spring semester, if an athlete is passing only 4 classes and earns at least one credit in summer school, they will be eligible to play fall semester.

PIL Athletic Eligibility & Tutoring (Based on Final Grades for Previous Semester)		
Eligible	Probation	Ineligible
2.0 GPA or above; no F's.	Below 2.0 GPA	Did not pass five classes.
2.5 GPA or above; with an F.	Below 2.5 GPA; with an F	
AFTER NINE-WEEK PROBATION		
Eligible	Probation	Ineligible
2.0 GPA or above; no F	Probation cannot continue after 9 weeks	Did not pass five classes.
		Complete probation and still below 2.0 GPA with no F.
		Complete probation and still below 2.5 GPA with an F.

STUDENT ATHLETIC ELIGIBILITY FORM

A Student Athletic Eligibility Form must be on file before the first practice. Students must submit this form to the Main Office.

ATHLETIC PARTICIPATION

An athlete dropped or cut from one team for disciplinary reasons may not join another during the same sports season. A sport season ends with the last game or athletic event in PIL competition. An athlete may not participate in any sport until the equipment issued has been cleared. A FHS athlete may not participate or practice on outside teams, leagues, in tournaments etc., during the same sports season unless the athlete receives approval by the Oregon Schools Activities Association.

PARTICIPATION FEES

PIL sponsored sports \$200 per sport. Students on Federal Free/Reduced Lunch program \$35 per sport. There is a two sport fee cap per student; if a student plays a fall and winter sport the spring sport fee is waived. There is a four fee family cap per year/per family; families with multiple students will not be required to pay for more than four sports fees. Please note: fees may increase as budgetary information is updated.

- **Franklin does not want to turn any student any from participating in athletics due to fees. For financial assistance or questions please contact the Athletic Director.**

CHANGING SPORTS

Athletes who quit one sport may not participate in another sport that season without the consent of the coaches for both sports. The appeals process to initiate the change is available upon request.

DUAL SPORT/ACTIVITY PARTICIPATION

Students interested in participating in two sports or a sport and an activity during the same season must complete a Dual Sport/Activity Participation Form, located in the Athletic Office.

DISMISSAL FROM A TEAM

Parents and athletes will be made aware of team selection procedures. Once teams are selected, parents/guardians will be informed if the team status of their athlete is changing. A reasonable effort will be made by the coach to inform parents/guardians prior to dismissal. If an athlete quits a team, the parent/guardian will be notified.

ABSENCE FROM SCHOOL

An athlete who is absent during any part of the school day without a pre-arranged excuse may not participate in any sports activity unless cleared by the Vice Principal of Athletics or Athletic Director.

TRAINING RULES

All athletes are subject to all training rules governing conduct by sports participants. Those rules are specific to the athlete and are distributed by the athletic staff.

An athlete knows that there are sacrifices involved with respect to training. By choosing to participate in athletics, the student must respect and abide by the rules listed below:

- The use or possession of alcohol, tobacco, illegal narcotics or drugs by an athlete will not be allowed, 24 hours a day, 7 days a week.
- Other serious breaches of conduct—such as a violation of state or local laws, or a violation of school rules of a major nature—this conduct will also be a cause for athletic disciplinary action.
- All disciplinary action for violators of training rules must be based on factual knowledge. Any reasonable suspicion of rule violations will be investigated in a fair manner by the appropriate coaches and school officials.

VIOLATION OF TRAINING RULES

Any athlete who violates training rules concerning the use of alcohol, tobacco, illegal narcotics or drugs, or who otherwise engages in serious breaches of conduct shall be immediately suspended from all inter-scholastic sports for 28 days. An athlete, in-season, who uses or possesses alcohol, drugs, or drug paraphernalia at any time will be subject to PPS's alcohol and drug policy per PPS Guide to Policies, Rules, and Procedures on Student Responsibilities, Rights, and Discipline.

ATHLETIC EQUIPMENT

Athletes are responsible for all equipment and clothing issued to them. Athletes who fail to return or return damaged equipment/clothing, beyond normal wear and tear, will be expected to pay the replacement cost for the items. Parent/guardians will be notified in writing at the end of the school year of any athletic fines owed by their child.

Franklin High School does not furnish towels for student athletes.

PRE-SEASON CONDITIONING

Most teams begin a conditioning program prior to the indicated start of the season. Individual coaches will notify athletes regarding these sessions.

ATHLETE - COACH COMMUNICATION

Many of the coaches are not at FHS during the day, so please make sure you have alternate numbers for each of your coaches.

FRANKLIN HIGH SCHOOL ATHLETIC CODE

Society has become a keen observer of student athletic behavior and misbehavior. Therefore, athletic conduct and behavior should always be exemplary. Athletes should think of themselves as school leaders, as they truly are. Athletes must be responsible—to themselves, to their families, to their teams, to FHS, and to their community.

Conduct of the Athlete

The coaches will discuss the Athletic Code of Conduct with the athletes before each sports season. The coaches will make clear to their prospective team members the coaches' expectations with regard to each item in this Code.

Athletic Code of Conduct

On the field, the athlete:

- Is under control at all times, keeping displays of enthusiasm, etc.,
- Within bounds of good sportsmanship. As a result, the athlete:
 - Treats officials in respectful manner.
 - Demonstrates modesty in victory and graciousness in defeat.
 - Refuses to use profanity.
- Has legitimate reasons for missing practices or games.

At school and in the community, the athlete:

- Works hard to promote school pride with other students.
- Displays appropriate appearance and behavior in front of fellow students and community members.

In the classroom, the athlete:

- Is respectful toward teachers and fellow students.
- Maintains a good attendance record.
- Makes an honest effort toward attaining and maintaining high levels of academic achievement.

On athletic trips, the athlete:

- Is an ambassador for one's home, FHS, and the community, and will act accordingly.
- Will act in a respectful fashion toward the transportation vehicle and its driver.
- Dresses appropriately and in good taste.
- Refrains from misconduct and rowdy behavior while traveling to and from athletic contests.
- Remains with the team at all times when away.
- Travels to and from games on approved transportation.

Regarding one's physical condition, the athlete:

- Realizes that good physical conditioning is absolutely necessary, and will abide by the rules of the head coach of the sport (e.g., eating appropriately, sleeping recommendations, etc.)

Regarding equipment, the athlete:

- Realizes that equipment for the sport has been issued to the athlete by the coach, and that it must be returned before equipment can be issued for another sport.

IV. STUDENT ACTIVITIES

Franklin High School provides a wide variety of activities and programs. All students are encouraged to participate in activities, such as student government, drama productions, music groups, choir, etc. Representing FHS in activities is a privilege. Suspension of a student from school will result in that student's exclusion from participation in any co-curricular activity during the suspension period

STUDENT CLUBS

Franklin has more than 55 active clubs. Students who are interested in clubs can find a complete list, description, contact information, and meeting times in the SUN Room A-40. Students can also receive more information on specific clubs by attending the Club Fair. Students interested in applying for a Club charter, should contact Amber McGill, SUN School Coordinator. The following is a list of clubs that have been active last year:

Animal Right Club	Franklin Radio Club	Queer Straight Alliance (QSA)
Artivism Club	From the Ground Up	Quaker Math Club
Art Studio	Gamers United!	Read, Knit, Run Club
ASPIRE	German Club	Recording Studio
BCPC Aqua Rockets	Glee Club	Red Cross Club
Black Student Union (BSU)	Guitar Club	Tutoring Center
Break Dancing 101 & More	Innovation Academy	Rugby Cub
Buy/Sell Clothing Exchange	Intersectional Feminist Club	Russian Club
Calm Club	Jobs 101	Sketchy Sketchers
Cards Against Humanity Club	Key Club	Science Bowl
Chemistry Tutoring	Krazy Krafty	Stop the Trade
Chinese Club	Latino Club	Students for a Free Tibet
Cosplay Club	Model United Nations	Tea Club
Earth Club	Movie Club	Tutoring Center
Employment Networking & Opportunities Society	National Honor Society	Vietnamese Club
ESL Homework Help	Native American Club	Women's Choir
FHS Investors Club	Oregon Battle of Books (OBOB)	Xplore & Ignite
Filipino Club	Pacific Islanders Club	Yu-Gi-Oh Club
Franklin Gamedev	Pathways to Manufacturing	
	Pokémon Fusion Club	

STUDENT BODY ASSEMBLIES

Assemblies are defined as planned, school-sponsored educational experiences for all students. Student attendance at all assemblies is mandatory, and excellent student behavior during assemblies is expected at all times. Students will sit with their assigned period teacher in assigned seating or in the area assigned, determined by their year in school, and teacher will supervise. Students who skip assemblies or do not sit with their class/teacher during assemblies may face disciplinary action.

PIL ATHLETIC EVENTS

Students are not permitted to carry backpacks into PIL athletic events, please plan accordingly.

DANCES

School dances are a great way to socialize and participate in the life of the school community. Students are responsible for understanding the expectations in the Dance Guidelines. Failure to understand and comply with these guidelines may result in being removed from the dance without a refund.

FHS Dance Guidelines

All students must present school ID to be admitted into the dance.

Guest Pass Permission Forms

Non-FHS guests must be approved by the Franklin Administration.

FHS students must obtain, complete, and submit a Guest Permission Form four days prior to the dance.

Guest forms will be available in the Main Office. All guests must show ID at the door. Only current FHS students may apply to bring one non-FHS guest. Guests must also abide by the following guidelines:

Guest Guidelines

All guests must be under 21 years of age. If guests are not currently an Oregon student, the FHS student must contact a Vice Principal to obtain an additional district clearance form. The Guest application, District Clearance form and a photo copy of the guest's identification card will be required in order to be considered to attend the dance.

Guests must bring picture identification to the dance (school ID card, State ID Card, Driver's License/Permit). This may be collected and returned at the dance.

Guests must arrive with their Franklin High School Student host. Guests must follow all rules Portland Public School policies.

Dance Expectations

All bags, purses, and coats must be checked-in before entering the dance.

Student may not be under the influence of drugs, alcohol, or any mood altering substances. Students suspected of being under the influence will be subject to evaluation and removal from the dance. This may include students who are trying to mask the smell of alcohol with gum or mints.

Clothing must follow school dress code policy.

Dance style and public displays of affection will be monitored. Adult chaperones are the final judges about how much is too much. While adults will give warnings in most instances before telling individuals to leave the dance, students are not entitled to any warning.

Students not conforming to these guidelines will be asked to go to our designated waiting room. Depending on parental instructions on the dance permission form, parents may be notified.

Anyone who leaves the dance for any reason will not be re-admitted.

Students are expected to arrange transportation home within 15 minutes of the end of the dance. Students creating a disturbance to our neighbors will likely be restricted from attending FHS dances in the future.

STUDENT/FAMILY UNDERSTANDING

By receiving the Franklin High School Student and Parent Handbook, students and families are acknowledging the understanding and compliance of the Dance Guidelines. Failure to understand and comply with these guidelines may result in being removed from the dance without a refund. Please contact a Vice Principal with questions regarding these guidelines.

V. STUDENT SERVICES

Academics: Classes, Schedules, Test Scores, Forecasting

Activities: Student Council, Class Officers, Dances

Alcohol & Drug Information/Counseling Services

Athletics

Attendance: Admit Slips, and Checking In/Out of School

Building Use (CUBs)

Clubs

College & Career Information and Scholarships

Fees & Fines

Financial Needs: Clothes, Eye Exams, Glasses

ID Cards

Health Clinic (Multnomah Co. Health Clinic)

Lockers

Lost and Found or Stolen

Medical/Dental Issues, Teen Pregnancy

Policies and Procedures

Registration

School Newspaper (The Post)

Student Behavior

Student Store (Quaker Nation Station): FHS gear, snacks

Transcripts

WHERE TO TURN FOR HELP

Counseling Center – Counselors

Activities Director-Marc Appell

Counseling Center – Counselors

Athletic Director-Scott Santangelo

Attendance Office – Sorena Dibble

Business Manager - Steve Matthews

SUN School Coordinator - Amber McGill

College and Career Center - Raquel Laiz

Bookkeeper - Jan Stubblefield

Counseling Center – Counselors

Counseling Center - Dorene Jones

Health Clinic – Room A-30

VP Secretaries/Campus Monitors

VP Secretary-Jill Register

Counseling Center - School Nurse

Principal - Ms. Juanita Valder

Counseling Center -Sheila Dygert

Elizabeth Kirsch

Administration Offices-Vice Principals

Bookkeeper - Jan Stubblefield

Data Clerk – Kathryn Starlyn

STUDENT SUPPORT PROGRAMS

SUN Program - *Schools Uniting Neighborhoods*, Room A-40

Within the SUN Service System, SUN Community Schools are the school-based delivery sites for a comprehensive set of services including educational, enrichment, recreational, social and health services.

A SUN Community School is not a program, but rather a place and support hub where schools and communities work together to support the success of children and families and provide a comprehensive array of services. They serve as the vehicle to link community institutions, such as libraries, parks, community centers, neighborhood health clinics and area churches and businesses.

The SUN Service System collaboration is managed by Multnomah County. The full-service package of services aligned and accessible through SUN includes:

- Academic Support & Skill Development for Youth
- Early Childhood Programs
- Parent-Family Involvement and Education
- Anti-Poverty
- Health
- Mental Health & Addiction
- Service Access, Information & Referral, and Linkage

Contact Amber McGill, SUN School Coordinator for more information: amcgill@impactnw.org

STEP UP, Room C-11

Step Up's goal is to provide ninth- and tenth-graders with extra academic and personal support -- during and after school -- through relationships with advocates whose roles are part mentor, part tutor. Students are identified for the program using attendance, grades, and test scores as indicators that they might be at risk of dropping out.

Each year in high school is important, but ninth grade is especially critical to helping students acclimate and pave a path to graduation. Step Up is part of a district wide focus on supporting students and instilling confidence at key transition years. Students are invited to join Step Up based on attendance records, academic performance and other indicators that they may need extra support to stay in school. Each Step Up advocate works with 10 students.

Contact Will Fernandez, Step Up Program Coordinator for more information: will.fernandez@openschoolnw.org

GEAR UP –College Ahead Program (CAP), Room B-18A

The GEAR UP College Ahead Program (CAP) grant is designed to follow a specific group of students through their middle school and high school years. Current 11th and 12th graders (students in the 2017 and 2018 graduating classes) are part of this designated cohort/group of students and eligible to participate.

These students will be receiving mentoring and tutoring each year of the grant as well as experiencing visits to Oregon colleges and universities. Parents will also be highly involved and supported. Field trips to Oregon colleges and universities will be arranged for parents, separate from their children's trips. Events will take place to provide parents with information on preparing the family and student for a post-secondary opportunity. There will be Family Nights, for instance, that provide information on financial aid, help with the "paperwork jungle" that comes with applying for college and financial assistance, and much more.

Contact Regina Stanton, GEAR UP School Coordinator for more information: rstanton@pps.net



Franklin High Library Media Center-STUDENT HANDBOOK *Reading the Word and the World*

The FHS Toolbox <https://franklintoolbox.wordpress.com>

Online Catalog- <http://goo.gl/vgO1Bk> or **Destiny Quest Catalog App** <https://goo.gl/XK0tVM>

Mission: To promote 21st century information literacy, equitable access to resources, life long learning, the power of story, and active and responsible citizenship-digital and otherwise. The library media program will provide opportunities for the FHS community to demonstrate and refine their abilities to locate, evaluate, create and communicate ideas and information.

Services:

- Unlimited Checkout of Fiction & Nonfiction Titles on site and from other PPS Libraries
- FHS Toolbox: digital resources: curriculum links, Web Catalog, databases, eBooks, book lists
- Titles in multiple languages and for multiple levels , multiple formats: print, digital, audio
- Research & Information Literacy & Digital Citizenship Lessons
- Group or individual study space
- Tutoring and Support staff
- Textbook and Novel Set Services
- 1:1 Technology Support (try to find IT guy first)
- Desktop Computer Lab and Printing Services
-

Events and Programs

- Book Talks, Teen Reads Week, and Read-In Field Trip
- Monthly Open Mic
- 9th grade information literacy instruction through CCE
- Integrated Research instruction (Series or Singletons) 10-12th grade classes

- Drop In/One on One instruction for students
- Partnerships with SUN, Literary Arts, Writers in the Schools, Multnomah County Library
- Author Events at school and Field Trips to the Schnitzer
- Oregon Battle of the Books, Oregon Reader's Choice Awards, Good Reads
- Multnomah County Public Library Everybody Reads
- FHS Annual Poetry Slam & Verselandia!
- Library Intern Work Experience (CRLE)

FHS Library Card You need your ID card barcode to check out. Take a picture and keep it on your phone or always bring your card.

Multnomah Library Card : Drop into any library and get a card and know your PIN to access great digital resources, databases, music, movies, eBooks and print materials. Teachers will require you to use these services when instructed by Librarian.

Student Drop Ins: Have your Late Arrival/Early Dismissal Card or signed hall pass and leave it at the Welcome Desk upon arrival. Sign in and out on the Drop In computer.

Lunch/Before School/After School: Library Staff are always in the library for you at lunch and Sandra Childs, librarian, is frequently here after hours as well. Library Desk Hours 7:45-3:30. We have extended hours for the library space, but the circulation desk may not always be open after 3:30.

Food Drink: Neatly portable food only at tables and away from all computers.

Tutorial/Flex Time: We are open during that time.

Library Printing/Copy: Pick Student Library Ricoh 5002. Share documents through Google Drive to reduce paper consumption. We charge 5 ¢/page over 4 B/W printed pages to encourage only mindful printing and 25¢/page for color. We charge 10 ¢/page for copying.

Charges and Fines: Student library material check out-2 weeks, novel sets- 6 weeks. After 2 weeks students are charged 10 ¢ a day for library material. Please renew at the library counter to avoid charges. If a book is marked lost, student is charged the cost of the book.

Textbook Storage and Sharing: Students are charged the full cost of a replacement textbook if damaged or lost. Please DO NOT store textbooks on a shelf in teacher's room or lend them to a friend.

Sandra/Sunny Childs, LMS/ Teacher-Librarian sjchilds@pps.net
 Marjie Chambers, Textbook Clerk mchamber@pps.net
 Rebecca Coulterpark, Library Assistant rcoulterpark@pps.net

STUDENT HEALTH SERVICES

To support students' health, safety, and academic success, our district provides school health services in partnership with the Multnomah Education Service District (MESD).

To provide for your child's special medical or mental health needs (for example: diabetes, seizures or school anxiety) it is important to promptly tell the school:

- About new and changing health problems that can cause learning or safety problems at school.
- If your child is undergoing treatments that affect the immune system.
- When your child has a chronic health need that requires specialized care at school.

CONTAGIOUS CONDITIONS

To decrease the spread of contagious conditions in schools:

- Tell the school if your child has a contagious disease such as chicken pox or pertussis (whooping cough).
- Do not send your child to school with a rash, fever, diarrhea or vomiting.
- To protect the health of students or other persons, certain diseases are reportable to the health department per law (OAR 333-18-000.) At such times, records and information may be disclosed to public health officials.

EMERGENCY INFORMATION

The school must have a way to reach you in an emergency. Tell the school immediately about changes in work and home addresses and phone numbers for both you and emergency contact persons.

HEAD LICE

Parents are encouraged to check their children regularly for head lice. Students with live lice will be excluded from school and sent home with lice treatment information. The student will be re-admitted to school after treatment and re-examination for live lice. Any student with nits only will be allowed in school and monitored for re-infestation of lice. Current evidence does not support classroom or school-wide screening as a measure for decreasing the incidence of head lice among school age children.

HEALTH INFORMATION

Health information may be shared with school personnel on a "need to know" basis. This may include when this health information is necessary for school personnel to respond to your child's health/safety needs, or if needed by the school team to develop an individualized education plan.

- By allowing release of your child's health information, you will ensure that your child will receive needed emergency health care should the need arise.
- When you do not authorize release of health information, it may limit the type of care your child is able to receive.
- Parents (and their eligible students) may generally access their own child's record and can submit an amendment if they believe the record is inaccurate, misleading, or in violation of the student's rights of privacy.

IMMUNIZATIONS AND OREGON LAW

- To protect all children, every student must have a current school immunization record or a medical or religious exemption at school. Students not in compliance with immunization

requirements may not attend school and will be excluded on state mandated exclusion days (3rd Wednesday in February).

- It is important to keep your child's school immunization record up-to-date. Check with your school's office if you need forms.
- Upon written request from parents/guardians for release of information (form available at <http://www.mesd.k12.or.us/shs/hss/immunizations/immu1.pdf>), the MESD Immunization Program will provide vaccination dates to clinics as needed to assess immunization histories of their clients. These efforts increase protection of children against vaccine-preventable diseases and promote efforts by parents and schools to comply with school mandated immunization requirements.

SCHOOL NURSE

The School Nurse is a registered nurse (RN) and is a key person for keeping students safe and well. No appointments or special permission are needed for students to see the nurse. Students must follow the school's rules about having passes to go to the nurse. The hours of the school's nurse may vary. If the nurse is not available, staff trained in first aid can help children who become sick or injured at school.

The nurse will obtain necessary information (for example, a health history, medical diagnosis and treatment) to assist students with special medical and mental health needs at school. The nurse may use this information to manage the health condition of a student during the school day.

The nurse may:

- Talk with parents, students, or other health care providers
- Request that you sign a release of information form to discuss your child's health needs with the school staff and health care professionals
- Use questionnaires
- Review health records
- Assess a physical complaint (examples: listen to the heart, feel the skin, look in the ears)

MEDICATION ADMINISTRATION AT SCHOOL

The school's nurse provides consultation about medication administration that must occur at school. Only medication that is necessary to be given during the school day will be kept at school. Remember to ask your medical provider if your child's medication can be given outside school hours. This is safer for your child and easier for you. By Oregon law, if medication must be given at school, you must:

- Provide written permission (forms are available at school). Any change to the medication will require the parent to update the medication form at the time of the change.
- Make sure all medication (prescription and over the counter) is in its original container and marked with the student's name. (Ask the pharmacist for an extra bottle for school when getting prescriptions.)
- All medication must be delivered to school by the parent or responsible adult designated by the parent. Students may not keep medications with them unless they are age-appropriate for the responsibility, have been identified as a self-manager, have written parent permission, and are cleared by the principal to do so.
- Make sure the school has an adequate supply of all medications required by your child.
- Pick up the medication when it is no longer needed at school. All medication not picked up by the end of the year will be destroyed.

BEFORE AND AFTER SCHOOL PROGRAMS

If your child is enrolled in a “before or after school program” and needs medication/health assistance during these times, a separate supply of medication and a separate permission form from parent and/or doctor is needed. Consult with the program director regarding specific health and safety needs for your child in these programs.

MULTNOMAH COUNTY SCHOOL BASED HEALTH CLINIC

Multnomah County School Based health clinic is available to students and community. The telephone number is 503.988-3370; the fax number is 503.988-6120. More information may be secured at <http://web.multoco.us/health/school-based-health-centers>. Services offered include:

- Routine physical exams, including sports physicals
- Early detection, diagnosis and treatment of illness and injury
- Vision, dental and blood pressure screenings
- Immunizations
- Mental health services
- Age-appropriate reproductive health
- Routine lab tests
- Prescription medications
- Health education, counseling and wellness promotion
- Fitness and nutrition education and counseling
- Referrals for healthcare services not provided at the clinics

School-based health centers are funded through third-party insurance, Medicaid, grants and public funds. Providing us with your insurance coverage information allows us to bill your insurance and reduces our need for public funding so we can provide service to as many students as possible.

Families with no health insurance or who do not provide insurance information are referred to an eligibility specialist to see if they may qualify for the OR Health Plan or other insurance programs. This coverage could fully insure your child for medical, dental, and emergency services. We strongly encourage you to apply for this valuable coverage. The school-based health center will also receive payment for services from the insurance, allowing it to remain open for all students.

If your insurance doesn't pay for all or part of the cost, you are not responsible for any out-of-pocket expenses.

Appointments are recommended but walk-ins are welcome. There are forms for new clients, clients who have not been seen in a year or more, or for any changes to address, phone, and household situation. In order to avoid delays or the possibility of having to reschedule your appointment, please print and complete these forms and bring them with you to your appointment. With advanced notice, we can mail the forms to you. You can also come in and pick them up before your appointment or come at least a half hour prior to your appointment to fill them out. You are welcome to fax them to the clinic where you'll be seen.

Anyone getting sports physical must have an OR Student Activity Association (OSAA) sports physical clearance form filled out (history section), signed by parent/guardian and brought to their appointment for the provider to complete. This form is also available through most schools' athletic offices.

VI. GENERAL INFORMATION

ADMISSIONS AND WITHDRAWALS

In order to be admitted to or to withdraw from FHS, students will need to contact the Counseling Center.

ANNOUNCEMENTS/POSTERS

Student announcements are read each day around 10:00am. To place an announcement in the "Bulletin," the announcement must be signed by a staff member and given to the Administrative Vice Principal's Office. Bulletin boards are located throughout the building where student body, class, and club announcements may be posted. Any posters, notices, etc., put up throughout the building must be APPROVED by a Vice Principal prior to being posted. They must be put up with the proper "paint safe" tape.

BOOKS

FHS students are provided textbooks. Students need to purchase other school supplies.

CAMPUS MONITORS

Campus Monitors are responsible for the safety and welfare of students and staff. They have a primary interest in seeing that students attend class on a regular basis, and on time.

CLASSROOM INTERRUPTIONS- MESSAGES & CALLS

Messages to students are not allowed, except for emergency situations. Singing telegrams, balloons, flowers, etc., will not be delivered. Anything of importance to be transmitted to students must be pre-arranged prior to delivery.

CLASSROOM SUPPORT

Classroom support fees provide funding for teacher instructional aid and student project materials for all core classes. Classroom support fees may be tax deductible. PPS Federal ID number is 93-6000830.

COMPLAINT PROCEDURES

It is desirable that parents and students have an opportunity to make any concern known to the school principal and give the principal an opportunity to review those concerns and respond to them.

If, however, a written complaint is submitted that alleges the district or its personnel have violated, misinterpreted or wrongly applied a district policy, governmental agreements or state or public laws, there is a specific complaint procedure outlined in district policy for parents and students to follow. The policy can be accessed from the district's main webpage or by contacting the principal who can make a copy for the parent or student. (Reference: 4.50.030-P)

FEES AND EXPENSES

Students may be subject to pay for fees that are associated with their school experience. Fees are collected separately for AP tests, school dances, ASB cards, book fees, lost student ID cards, etc. Fees are collected by the Bookkeeper.

Athletic fees are for student athletes who participate on Franklin athletic teams. Athletic fees or "pay to play" fees are collected by the Bookkeeper.

FIELD TRIPS

A Parent Permission Slip must be filled out each time a student plans to participate in any school-sponsored function and/or field trip. All school rules apply to school-sponsored trips.

GRADUATION/SENIOR INFORMATION

All seniors must meet Portland Public School District graduation requirements in order to participate in commencement. Please stay apprised of your progress toward graduation. Remember—ONLY students who have completed ALL requirements for graduation (including credit requirements, personalized learning requirements, demonstration of essential skills and an academic portfolio containing all work samples) are allowed to receive a diploma and participate in commencement exercises. No exceptions will be made.

Commencement Expectations

All graduating seniors are expected to attend graduation practice. Students may be held out of the Commencement Ceremony if they don't attend practice.

Acceptable guidelines regarding graduation are:

- Senior students are expected to wear appropriate dress attire.
- Senior students and members of the audience are asked to be respectful of those who are speaking and performing during the ceremony. Please do not bring or use items that will distract from the ceremony.
- Senior students are allowed to wear school-sanctioned and issued commercially purchased academic honor cords, sashes or medals that have been earned by participating in qualifying activities. Other decorative adornments to the graduation cap or gown are not allowed.

Senior Check-Out Procedures

Senior check-out forms must be completed, signed and returned to our bookkeeper by the designated deadline. Seniors are expected to turn in books, clean out lockers and pay fees during the check-out period. All outstanding fees must be paid prior to graduation. See our Bookkeeper or call 503-916-5140 x81062 to receive an update regarding fees that are owed.

Senior Class Meeting

All seniors are required to attend a class meeting approximately two months prior to the seniors' last day of school. Seniors will be given important information about expectations for the remaining weeks of school and graduation, timelines and deadlines for various events related to graduation such as distribution of commencement tickets, procedures for requesting additional tickets, cap and gown pickup, etc. Senior All-Night Party information will also be available. Students will be reminded that violations of school and district policies regarding the use alcohol, drugs or other disciplinary/behavior issues may result in not being able to participate in graduation activities, including commencement exercises.

Senior Pranks

Any pranks perpetrated on the school by seniors at any time during the year will not be condoned. Seniors who are in violation of school behavior expectations will receive consequences consistent with school and district policy, including the possibility of withholding participation in events associated with Senior Ceremonies.

Senior “Skip Day”

FHS does not sanction a senior "skip day." Seniors who skip classes on a designated “skip day” will receive consequences consistent with school and district policy.

60 Day Rule

Seniors may be disqualified from participation in commencement exercises and related activities if within sixty (60) consecutive days of the last senior school day if they are found to be in violation of District Drug and Alcohol policy or any violation resulting in a disciplinary action Level 3 or greater.

I.D. CARD/ASB CARD

Visible Identification: All students are expected to wear visible identification at all times. Identification will be distributed to all students, and students should display the ID card while on the FHS campus. If a student comes to school without his/her identification, he/she will be required to obtain a temporary ID. There is a \$5.00 fee for a replacement card and a \$50.00 fee for a replacement card that has a Tri-Met bus pass logo.

INCLEMENT WEATHER MESSAGES AND INSTRUCTIONS

In the event of extreme weather Portland Public Schools will delay school start times, open close schools for the day; for the safety of students and employees.

Online posting

To access the latest information on delays or closures and sign up to receive alerts via email or text, go to **www.pps.k12.or.us** and click on “Inclement Weather.” Local television and radio stations as receive and post this information from this service.

PPS makes closure or late opening announcements for either all schools, specific regions i.e., (East-side/West-side), or individual schools.

Regular Opening

Schools begin at regular start time

Two Hour Late Opening

Schools begin two hours after the Regular Opening time. There is no half-day or mid-day transportation. No morning kindergarten takes place; however only transportation home is provided for students who usually take the bus.

Schools and Offices Closed

Students and employees stay home.

INDEPENDENT STUDY

All Independent Study requests must first be approved by an Administrator. Teachers must develop an academic plan that appropriately challenges and supports the students. Students must complete all requirements of the plan for credit to be issued.

INFORMATION ON STUDENTS

Counselors may request information from parents concerning the interests, health, difficulties, strengths, etc., of any FHS student. Such information will be used in a confidential manner.

INSURANCE

FHS does not provide insurance; this is the responsibility of the student’s family. An insurance brochure has been placed in the opening day packets. Students make payments to the insurance company as indicated on the brochure.

LATE ARRIVAL/EARLY DISMISSAL CARD

Students who don’t have a Period 1/5 or Period 4/8 class will be given a card, which they must carry and show. Students can pick them up at the Attendance Office.

LOCKERS

- Each student is assigned a locker for storage of lawful items, as is permitted for students at FHS. The FHS rule is: one locker per student, and student lockers and/or their combinations should not be shared.
- Students should keep their lockers neat and clean, and they should not store valuable items or large sums of money in them. Students will be fined for damaging or defacing lockers.
- Throughout the school year there will be times announced for students to clean out lockers. At that time it will be possible for staff to recover textbooks and library books.
- Due to security concerns with respect to weapons, FHS retains the right to search lockers unannounced.
- At the end of the school year, students are required to take home all items stored in their lockers. FHS is not responsible for items left in lockers at school. If items left in lockers are not claimed by students in a timely fashion, they will be donated to charity.

LOST AND FOUND

Students are responsible for their personal property and all FHS property issued to them. Do not leave books, purses, backpacks, or other valuables unattended. Be certain your locker is locked (always turn the dial after you have closed it.) Do not carry large sums of money to school. If you find any lost property, take it directly to the Vice Principal’s Office (textbooks should be taken to the Library). If you have lost property, check in the VP’s Office. Check in the Library for lost books. Personal items turned in but not claimed will be turned over to charity at the end of the school year.

MEAL PRICES

<u>Breakfast</u>		<u>Lunch</u>	
Grades PK – 12	\$1.35	PK – 5	\$2.70
Reduced	\$0.00*	Grades 6-8	\$2.95
Adult	\$2.10	Grades 9-12	\$3.20
Milk	\$0.50	Reduced	\$0.40*
		Adult	\$4.20
		Milk	\$0.50

*Please note: There is a bill in the Oregon Legislature that if passed will provide funding for reduced price meals. Families eligible for reduced price meals would pay \$0.00.

MEDIATION AND MENTORING

To help keep all students in school, FHS offers mediation services, through the Counseling Office or the Vice Principal's office. Mediation helps settle differences between students, such as jealousies, teasing, bullying, rumors, misunderstandings, damaged relationships, threats, etc.

PARENT CONFERENCES

Each year in the fall parents are invited to attend parent conferences. Teachers are available to discuss student progress at that time. Parent Conferences are scheduled for November 9th and 10th, 2016.

PROGRESS REPORTS

FHS gives information about students' academic performance to parents upon request. Parents whose students are doing unsatisfactory work at the middle of the grading period will receive progress reports in the mail.

PUBLICATIONS

Student/ Parent Handbook & Climate Guide

Each student and staff member is given a FHS Handbook at the start of the school year. Students are encouraged to take theirs home for parents to read. Additional handbooks may be obtained through the Vice Principal's Office.

Almanac

The Franklin High School yearbook, Almanac, is created throughout the school year. It is distributed to students who purchased them in late spring.

The Post

The Post, the school newspaper, is published by the Journalism classes. It contains news of all events and activities that are of importance and of interest to the FHS community. Subscriptions may be purchased and/or received by mail.

STUDENT FUNDS

All FHS student funds are handled through the Student Store by the FHS Bookkeeper. All cash collected by students or FHS staff must be given to the bookkeeper on the day it is collected, and it will be credited to the proper account. The treasurers of all FHS groups should keep accurate records; they must take into consideration outstanding bills before making any purchases.

STUDENT STORE

The Quaker Nation Station is located in Room B-14.

Hours of operation are posted on the Student Store door. The Student Store never cashes any check over the price of any store purchase.

TELEPHONES

Office phones are for business and emergency purposes only. Office personnel cannot take messages for students, except for true emergency situations.

Franklin High School

SCHOOL CLIMATE GUIDE

2016-2017



Franklin Strong

We Strive to be
Thoughtful
Respectful
Organized
Neighborly
Generous

-FHS Vision Statement-

FRANKLIN

Tradition ~ Community ~ Future

STRONG

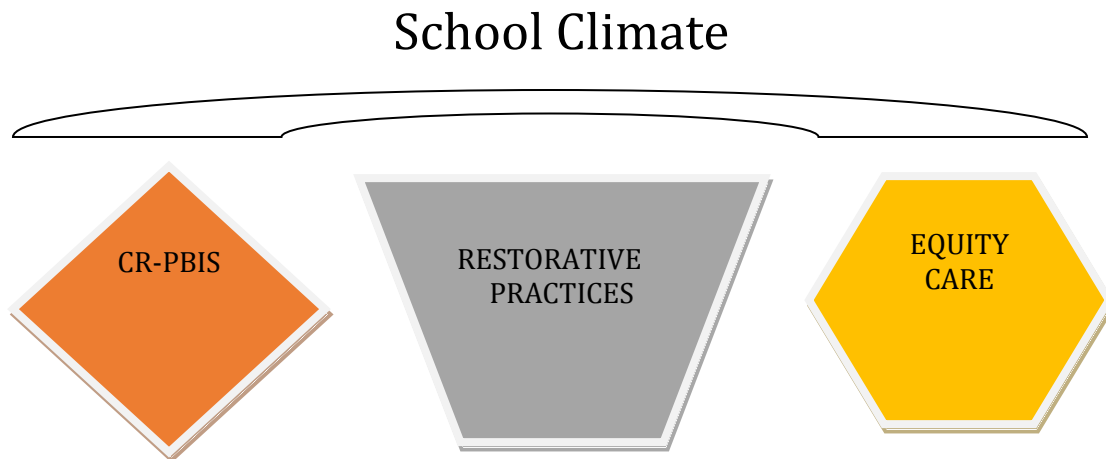
Mission Statement:

Franklin High School engages each and every student with instruction based on both tradition and innovation that broadens and deepens knowledge, increases skills, and inspires confidence.

Providing a diverse and supportive environment, our educators, families and community prepare ³⁸ our students for a strong future and appreciation for lifelong learning and service.

School Climate Overview

School Climate encompasses CR-PBIS (Culturally-Responsive Positive Behavioral Interventions & Supports), Restorative Practices with the lens of Racial Equity and practices of CARE (Collaborative Action Research for Equity) explicitly called out and woven in.



CR-PBIS

CR-PBIS (Culturally-Responsive Positive Behavioral Interventions & Supports) uses implementation science to help students to develop positive behaviors. At the most basic level, CR-PBIS can be described as a three-pronged approach:

1. Explicitly **teach** what is expected
2. Actively **acknowledge** students when they are following the expectations
3. Instructionally **correct** students when they are not following the expectations

Research shows that when school staff acknowledge positive behaviors at least three times more often than correcting behavioral mistakes, misbehaviors decrease significantly.

CR-PBIS uses disaggregated data to make decisions and to develop the systems and practices of a school. The unique racial, cultural and linguistic makeup of the school is explicitly addressed at every decision point.

More specifically:

- Accesses all stakeholders to develop and promote school values
- Develops common area expectations for all parts of the building
- Designs lesson plans and schedules to teach common area expectations throughout the year.

- Creates and maintains systems to acknowledge students who are following the school values and expectations. This may be acknowledgement tickets, regular assemblies, or awards for individuals, classes, grade levels, etc.
- Develops school wide policies that are proactive, preventative and restorative.
- Utilizes staff input to build corrective discipline systems (i.e. a flowchart) and calibrate clear definitions of student behaviors.
- We systematically assess and review student and family voices and adjust our practices to reflect the needs of our community.

Restorative Practices

Restorative Practices, also referred to as Restorative Justice, is a range of community building, peacemaking practices adapted to the school setting. The intention is to build trusting relationships and offer restorative alternatives to punitive discipline.

Restorative Inquiry is an essential restorative practice. A series of guiding questions are asked:

- What happened?
- Who was affected/impacted?
- What can be done to make and keep things right?
- How can others support you?

School Climate Team

Chris Frazier	Admin/Climate Team Lead
Kim Amador	Teacher Representative- English Teacher
Marc Appell	Activities Director – Social Studies Teacher
Pam Garrett	Link Crew Director/Advanced Scholars Program Co-Director-English Teacher
Sara Goldman	Counselor
Jessica Hall	Restorative Justice Team – Attendance Monitor
Dennis Joule	Admin/Restorative Justice Team Lead
Raquel Laiz	College and Career Center Coordinator
Amber McGill	SUN Coordinator
Charles McKinney	Restorative Justice Team – Community Agent
Desmond Spann	Teacher Representative - 9 th Grade Academy Teacher
Domingo Urrutia	Campus Monitor
Michael Waller	Restorative Justice Team – Attendance Monitor
Elle Wilder-Tack	Teacher Representative- English Teacher
Mark Zimtbaum	Site Council Member- Social Studies Teacher

*Additionally three student representatives and two parents also serve as members

Schoolwide Values and Common Area Behavioral Expectations

At Franklin we

Strive to be:

Thoughtful: We aware of our surrounding and others

Respectful: We interact positively and emphatically

Organized: We are prepared

Neighborly: We partner, work, and celebrate together

Generous: We willing contribute and share

Posters have been made and distributed throughout the building in order to make them visible to students, staff and families. The intention is to send a consistent message about what our school community values and what how it looks in different common areas. This will help Franklin High School ensure that our school values are inclusive and affirming. These values were developed with student, staff, and parent input.

- These school values are important for the Franklin school community, because these are the five things that help students be successful in life. Our students need to understand and exercise being Franklin Strong on a regular basis to master the skills to be successful and prepared to be college and career ready.
- These values are woven into our regular teaching practices in every lesson and in every class period throughout the grade levels, naming them with consistency and strategically teaching and reviewing them throughout the school year.

FRANKLIN BEHAVIORAL EXPECTATION MATRIX

Student behavior expectations apply to students wherever they are, on any district property and at any school-sponsored activity regardless of location, including traveling to and from school. The major objectives of these expectations are to help students develop self-management skills and to teach the following fundamental concepts of living.

Additionally staff behavior is also included to assist in the understanding that all stakeholders are influenced and impacted by school climate. School Climate is a shared responsibility requiring everyone to meet the expectations to ensure for a climate promotes and upholds the Franklin High School Mission Statement.

Please refer to the Franklin Behavioral Expectation Matrix on the following page.

At Franklin we Strive to be...	Hallways & Common Areas	Classrooms & Learning Environment	School Community & Neighborhood
Thoughtful	<p>Staff: *We are present and engaging *We display student work and information in multiple languages *We create social and community spaces for students *We model our best self and interact positively</p> <p>Students: *We are aware of our surroundings *We walk with purpose *We honor the diversity of our school community *We model our best self and interact positively</p>	<p>Staff: *We celebrate the diversity and recognize the varied learning needs of students *We create a rigorous and supportive learning environment for all students *We process complex issues with care *We teach bell-to-bell</p> <p>Students: *We celebrate the diversity and recognize the varied learning needs of our peers *We put time and effort into our work *We process complex issues with care *We learn bell-to-bell</p>	<p>Staff: *We seek opportunities to incorporate the community into our school *We create educational opportunities connected to the community *We promote a college and career readiness culture *We walk, ride, and drive cautiously</p> <p>Students: *We clean up our community *We are kind to our neighbors *We strive for college and career readiness *We walk, ride, and drive cautiously</p>
Respectful	<p>Staff: *We interact positively and empathetically *We use a considerate tone, language, and approach *We take ownership of all students *We help maintain clean hallways and spaces</p> <p>Students: *We interact positively *We use appropriate language and “inside voices” *We respond positively to staff guidance *We help maintain clean hallways and spaces</p>	<p>Staff: *We respect the diverse learning styles of all our students *We use a caring and professional tone while speaking *We plan and develop engaging and relevant activities *We are empathetic</p> <p>Students: *We respect the diverse learning needs of all our peers *We follow directions and class norms *We treat the learning environment with respect and care *We help maintain clean classrooms and learning environments</p>	<p>Staff: *We role are models for behavior *We know our community *We are sensitive to the learning environment of neighboring classes *We positively represent ourselves, our school and our community</p> <p>Students: *We clean up our community *We are kind to our community members *We follow laws and business rules *We positively represent ourselves, our school and our community</p>
Organized	<p>Staff: *We maintain a clean and orderly work space *We ask students for hall passes and help direct them if needed *We are consistent with our expectations</p> <p>Students: *We walk with purpose to our destination *We take the most direct route *We present hall passes when requested *We arrive to school with the needed materials</p>	<p>Staff: *We are prepared and bring the necessary materials *We grade student work and enter accurate attendance in a timely manner *We provide clear and consistent expectations *We know students and their educational needs (ex: IEP, 504, ESL...)</p> <p>Students: *We are present and on-time for class *We set clear, attainable goals for academic achievement *We are engaged and ready to learn *We keep track of assignments, deadlines and activities</p>	<p>Staff: *We keep all materials in our personal space *We acknowledge and communicate school information and events internally and externally *We follow community policies</p> <p>Students: *We keep all materials in our personal space *We acknowledge and communicate school information and events internally and externally *We follow community policies</p>
Neighborly	<p>Staff: *We greet others and interact positively *We anticipate needs and help others *We celebrate the work of our peers and students</p> <p>Students: *We greet others and interact positively *We help when we see a need *We celebrate the work of our peers and staff</p>	<p>Staff: *We leave rooms better than we found them *We reach out to new staff and students to make them feel welcome *We display student work *We provide hall passes</p> <p>Students: *We share our supplies and knowledge with others *We clean up after ourselves *We help when we see a need *We only leave the class when we have a hall pass</p>	<p>Staff: *We partner with local business *We organize clean-up activities *We share our resources with neighbors *We report health and safety concerns</p> <p>Students: *We volunteer in our community *We are role models for younger students *We report health and safety concern</p>
Generous	<p>Staff: *We willingly share spaces *We help and support others *We are passionate about supporting our students</p> <p>Students: *We willingly share spaces *We give our time and energy to create a supportive environment</p>	<p>Staff: *We spend time with our students *We help provide supplies and resources when we see a need *We offer a fresh start to students and ourselves *We compliment our peers and students</p> <p>Students: *We share our resources with each other *We offer a fresh start to staff and ourselves *We compliment our peers and teachers</p>	<p>Staff: *We contribute to and support our neighbors *We are socially aware of our school community and neighborhood</p> <p>Students: *We contribute to and support our neighbors *We are socially aware of our school community and neighborhood</p>

VIII. STUDENTS RIGHTS, RESPONSIBILITIES, AND EXPECTATIONS OF STAFF

At Franklin High School we believe that our school community should be a welcoming, supportive, and well-ordered place that provides educational opportunities and excellent instruction for all students, in a caring and restorative environment. Students have the rights of free inquiry and expression, due process, equal educational opportunity, freedom from discrimination, and freedom from distraction while achieving a quality education. With these rights comes the responsibility to respect the rights of others.

STUDENT RIGHTS

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. All students have a right to feel safe and included at school so that they can thrive academically and social.

- Students have equal educational opportunity without discrimination on the basis of national origin, race, religion, economic status, gender, sexual orientation, pregnancy, marital status, previous legal involvement, or handicap.
- Students shall be free from insult, abuse, interference by force, and intimidation by threat or violence.
- Students shall enjoy freedom of expression and assembly within legal bounds as established by PPS regulations.
- Students shall be secure against unreasonable searches and seizures. The search of school property assigned to a student, like a locker, and the seizure of items in the student's possession shall be subject to these conditions:
 - The FHS Administration may conduct any emergency search without any prior authorization.
 - Search of an assigned area shall be for specific items and done in the student's presence, if possible.
 - Explosives, weapons, controlled substances, etc. that are reasonable threats to others shall be removed from a student's possession, locker, or other areas.
- Students may petition FHS or PPS for redress of grievances.
- Educational rights will not be removed without due process.

STUDENT RESPONSIBILITIES

Students are responsible for following these rules as they apply in the hallway, cafeteria, gym, auditorium, courtyard, classroom, and off campus school sponsored events.

- Students shall understand that the staff of Franklin High School and Portland Public Schools have the right to supervise and address student behavior. This applies during school hours, at school activities before and after school.
- Students shall obey all FHS building policies.
- Students shall honor the educational process and environment.
- Students must respect the right of others.

TEACHER EXPECTATIONS

- Build and nurture relationships with students that promote positive student behavior.
- Create and maintain a classroom climate that is conducive to the education of all students.
- Use prudent, reasonable, and professional student management measures with students.
- Work with the Vice Principals, Student Management Team, and Counselors on restorative student management interventions.

PRINCIPAL and VICE PRINCIPAL EXPECTATIONS

- Enforce State, PPS, and FHS regulations.
- Supervise students during off-campus and on-campus activities.
- Observe the due process rights of students and the professional and ethical rights of staff members.
- Send notice to parents/guardians when students are excluded.
- Assure that teachers and other staff members maintain accurate attendance records and require them to follow building attendance procedures, including notification of parents.
- Develop and enforce building policies.
- Orient and support teachers with student behavior management.
- Use prudent, reasonable, and professional student management measures with students.
- Publish and distribute annually all building rules; which govern student behavior.

VII. FHS SCHOOL POLICIES – Listed Alphabetically

ALCOHOL AND DRUG POLICY AND MANAGEMENT

Franklin strictly follows the PPS alcohol and drug policy, as outlined in the District Handbook. This is for all alcoholic beverages, marijuana, narcotics, illegal drugs, illegal prescriptions, facsimiles, and drug paraphernalia.

AUDIO DEVICES, iPods, GAMING SYSTEMS, CELL PHONES, PERSONAL COMPUTERS (Personal Electronics)

If students bring them to school, they do so at their own risk, and the school cannot be responsible for them. Teachers have their own policies regarding personal electronics devices. Students are to follow each teacher's policy. If the devices disrupt the learning environment, they will be picked up and brought to the Vice Principal's office.

If a cell phone or other electronic device is confiscated and brought to the Vice Principal's office a third time, a parent/guardian needs to come to the school and pick the phone up from the Vice Principal's office.

AUTOMOBILES

Each student who drives to FHS must follow these rules:

- Have a valid driver's license
- Have car insurance
- No sitting in or loitering around cars during the school day. No driving or sitting in cars during class time.
- No speeding, "dragging," or "cruising" around school.
- No parking illegally or committing any illegal act. The Portland Police Bureau has a FHS office, which patrols FHS regularly.

BICYCLES

Bicycles must be parked in the bike racks, in the designated areas. Be sure to use very strong theft-resistant locks to secure bicycles to the bike racks.

When on campus, students are to use bicycles in a very cautious manner, giving pedestrians the right of way.

Bicycles are not to be ridden during school hours, including the lunch period. They are not allowed inside of the building.

FHS and PPS assume no responsibility for bicycles. They are brought to school at the owners' risk.

CAMPUS POLICY

FHS has an open campus during lunch period only.

DANGEROUS WEAPONS/PROHIBITED ITEMS

Students are not to bring the following prohibited items to school

- Guns (Air-soft, BB guns, pellet guns, and fake/play guns),
- Knives, Leatherman tools
- Dangerous or deadly weapons; or anything else that could injure a person or property
- Mace, poisons, harmful gases or any other hazardous items
- Anything that looks like a weapon, including toys
- Anything used to transport, sell or use illegal drugs including paraphernalia, matches, lighters
- Stolen property
- Clothing that shows gang membership, affiliation or activity
- Anything that is racially, religiously, or sexually offensive

Please refer to the Portland Public Schools [Guide to Policies, Rules, and Procedures on Student Responsibilities, Rights and Discipline](http://www.pps.k12.or.us/files/student-services/DisciplGuide.pdf) for more information: <http://www.pps.k12.or.us/files/student-services/DisciplGuide.pdf>

DRESS AND GROOMING

As per PPS Board Policy (BP420.12) a student's dress and grooming is the responsibility of the student and parent. If, however, the dress or grooming is deemed disruptive to the educational climate or is deemed unclean, unhealthy or unsafe, a student may be asked to change clothes or may be sent home. At FHS the criteria for dress will be as follows:

- Sagging, do rags, bandanas, and gang-related clothing are prohibited.
- Strapless, backless, plunging necklines and see-through tops are prohibited. Tops should overlap the waistbands of shorts, pants and skirts at all times. Shorts must be walking length and skirts can be no shorter than these shorts. Waistbands of pants and shorts must be worn above the hipbones. Undergarments should not be showing.
- Clothing displays that are sexually suggestive, vulgar, threaten health or safety of others, insulting or demeaning to a particular person or group are prohibited. Obscene words or pictures on clothing are also prohibited, as well as advertising for tobacco, alcohol, drug and/or drug paraphernalia.

- Attire that interferes with the learning process
- All staff members are urged to help enforce this dress code, and are encouraged to model professional dress.
- *PPS Rights & Responsibilities Handbook* states: “When the school administrator discusses a dress or grooming violation with a student, another adult should also be present and at least one of the two adults must be the same sex as the student.” It is strongly recommended that all FHS staff follow these guidelines as well.

DRILLS – FIRE, EARTHQUAKE, AND LOCKDOWN

Students need to be prepared for one fire drill per month. Every fire, earthquake, or lockdown drill is an exercise designed to ensure school safety for students and staff. Therefore, staff should assist students to travel quickly and quietly upon exiting the building, moving in an orderly fashion, with minimal talking and brisk walking only. Evacuation routes are posted in every classroom. There is a bucket of safety supplies in every classroom in the event of a disaster.

EATING OUTSIDE OF THE CAFETERIA

Students are expected to be responsible and respectful when eating outside of the cafeteria. The administration reserves the right to remove his privilege at any time; requiring students to only eat in the cafeteria.

FINES

Students may be fined for defacing or vandalizing school property, losing school books or classroom equipment, failing to turn in athletic equipment, littering, writing graffiti/damaging lockers or having overdue library books. Students with damaged lockers will be fined. The cost of the fine will be determined by the labor and material costs involved. Students with outstanding monetary charges against them may have their diplomas withheld or have their transcripts withdrawn from being sent to another school or college.

HALL PASSES/HALL BEHAVIOR

Students must have hall passes whenever they are in the hall during class time. The hall pass must include the student’s name, the destination/reason for the student’s presence in the hall, and the time the student left class. No student should be in the hall during the first 15 minutes or the last 15 minutes of class. Only one student at a time may be out of any particular class; thus, only one person may be listed on any hall pass. Hall passes should only be given in case of emergencies, as determined by the teacher.

Hall Behavior

FHS students are expected to exhibit appropriate hallway behavior at all times. Students should keep District and school-wide discipline policies in mind at all times while at school and while participating in school events.

Hall Sweeps

Hall sweeps will be done on a regular basis. Students in the halls without hall passes may be addressed by a Campus Monitor and/or Administrator. Students identified during hall sweeps may be subject to a disciplinary actions.

LASER POINTERS

Students are not allowed to have laser pointers at school. If a staff member sees students with such devices, the items will be confiscated and brought to the Vice Principal's office for parent pick-up.

LITTER

Franklin High School is committed to keeping our building, grounds, streets, and neighborhood as clean as possible. FHS strictly forbids student littering. Littering is also a violation of City of Portland ordinances. Students must use garbage cans to dispose of all litter. Students who have been given community service may be placed on litter detail. Students caught littering will be addressed and possibly fined.

LOCKER DECORATION

This must be done with Administrative Vice Principal's prior approval. Non-stick tape must be used, and 24 hours is the time limit.

MOTORCYCLES AND SCOOTERS

These are motor vehicles and must be licensed and insured. They should be registered with the Vice Principal's office. They are to be parked in the designated parking area. Students are not to ride them during class time.

NEIGHBORHOOD RESIDENTS' RIGHTS

FHS neighbors have a right to privacy, a right to enjoy their real property, and a right to be free from the abusive behavior of others. Students must not loiter, trespass, litter, or create any nuisance conditions for residents of the community. While FHS or PPS cannot be held responsible for the actions of its students, corrective action may be taken against such students if necessary. FHS has a responsibility to cooperate with the Portland Police Bureau if students violate laws and city ordinances. FHS is committed to being a good neighbor and to seeking ways for improving community relations.

PROTECTION OF PROPERTY

Students must always take care to guard their personal property and to protect it against theft. A student who is a theft victim needs to file a report. Go to the Vice Principal's Office for further instruction. In addition, students should make sure to follow these important suggestions:

- Leave nothing of value unattended in the halls, restrooms, locker rooms, classrooms, gym, cafeteria, etc. This rule especially applies to purses, wallets, backpacks, cell phones, i-Pods, or anything else of value.
- Do not carry large amounts of money or unnecessary credit cards to school.
- Make sure that all locks are actually locked.
- Write your full name in items of clothing.
- Do not share your locker or give out your locker combination to anyone.
- Upon completing PE class or a sports practice, vacate the locker room as quickly as possible. Unauthorized students located in the locker rooms will face disciplinary measures.

SITTING ON THE STAIRS

Per City of Portland Fire Marshall regulations; sitting on the stairs is considered a safety hazard and is not allowed at any time.

SKATEBOARDS/ROLLERBLADES

These items are considered to be students' transportation to and from school, and, as such, they are to be used with the permission of parents and guardians. They are to be stored in lockers during the school day and not to be used on campus and at lunch. Repeated violations of the guidelines for skateboards and rollerblades will result in confiscation of these items.

VISITORS IN THE BUILDING

All visitors are required to report to the Main Office. Visitor passes are available only for special circumstances. Visitors will need to sign in and wear a visitor's badge.

Visitor Passes

- Students are not permitted to have visitors during regular school hours. Permission from the Administration is required.
- Visitors are expected to have legitimate educational reasons for being at Franklin High School.
- Visitors, other than those at FHS for official school business, must give 24 hours' prior notice and receive permission to visit one day prior to arrival on campus.
- Students are not permitted to bring younger friends or relatives to FHS. Once discovered, visitors will be immediately sent by staff members to a Vice Principal.
- All visitors must follow FHS and PPS rules. Visitors' hosts need to notify guests of this expectation.
- Visitors are not allowed during the last two weeks of each semester.

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. It is the policy of the Portland Public Schools Board of Education that there will be no discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation in any educational programs, activities or employment.

**District Title VI & Title IX Contact: Greg Wolleck, HS Regional Administrator (503-916-3963)
District 504 Contact: Tammy Jackson, Director, Student Services (503-916-5460)
American Disabilities Act Contact: Human Resources (503-916-3544)
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Portland, Oregon, 97227-1807 - USA
503-916-2000**