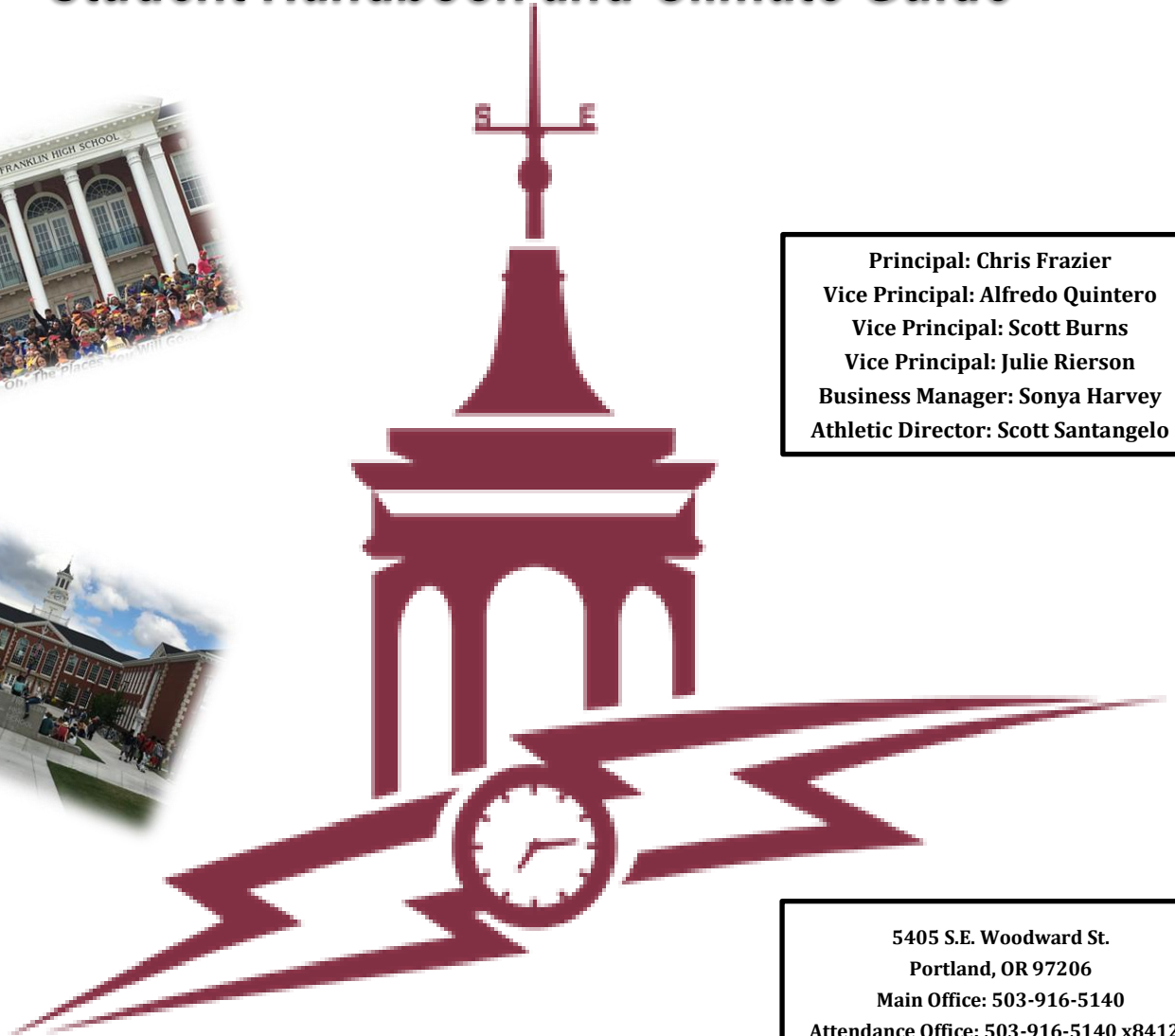




FRANKLIN

2019-2020

Student Handbook and Climate Guide



Principal: Chris Frazier
 Vice Principal: Alfredo Quintero
 Vice Principal: Scott Burns
 Vice Principal: Julie Rierson
 Business Manager: Sonya Harvey
 Athletic Director: Scott Santangelo

5405 S.E. Woodward St.
 Portland, OR 97206
 Main Office: 503-916-5140
 Attendance Office: 503-916-5140 x84124
 Main Office Fax: 503-916-2694
 Please refer to the school website for
 updated events and information.
www.pps.net/franklin

FRANKLIN
 Tradition ~ Community ~ Future
STRONG

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

Strives to be . . .



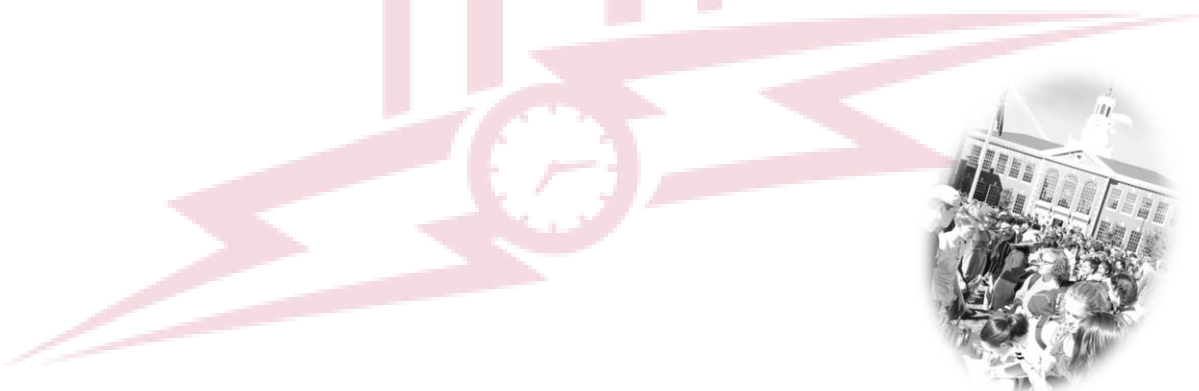
Thoughtful: We are aware of our surrounding and others

Respectful: We interact positively and compassionately

Organized: We are prepared

Neighborly: We partner, work, and celebrate together

Generous: We are willing to contribute and share



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.

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 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 Lightning, 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 Lightning, fight, fight, fight! We’ll win this game!”



“We Believe...”

Attendance

*At Franklin High School, we believe in maximizing **ENGAGEMENT**, especially for historically underserved students. We believe with every interaction, we have the power to positively impact student attendance by creating a safe and welcoming school environment. To do this, we must partner with students, families, and the school community so every student is present every day because they feel valued, connected and respected.*

Behavior

*At Franklin High School, we believe in maximizing **RELATIONSHIPS** for all students, especially historically underserved students. We believe with every interaction, we have the power to positively impact students' behavior by fostering their sense of hope, purpose, and belonging. To do this, we must be compassionate in validating students' lived experiences in order to provide opportunities for restorative growth.*




Course Performance

*At Franklin High School, we believe in maximizing evidence of **ABILITY**, especially for historically underserved students. We believe with every interaction, we have the power to positively impact students' ability to demonstrate their academic assets. To do this, we must continuously develop our curriculum, instruction, and assessment practices to be inclusive of our historically underrepresented students.*

FRANKLIN CAMPUS

GROUND FLOOR

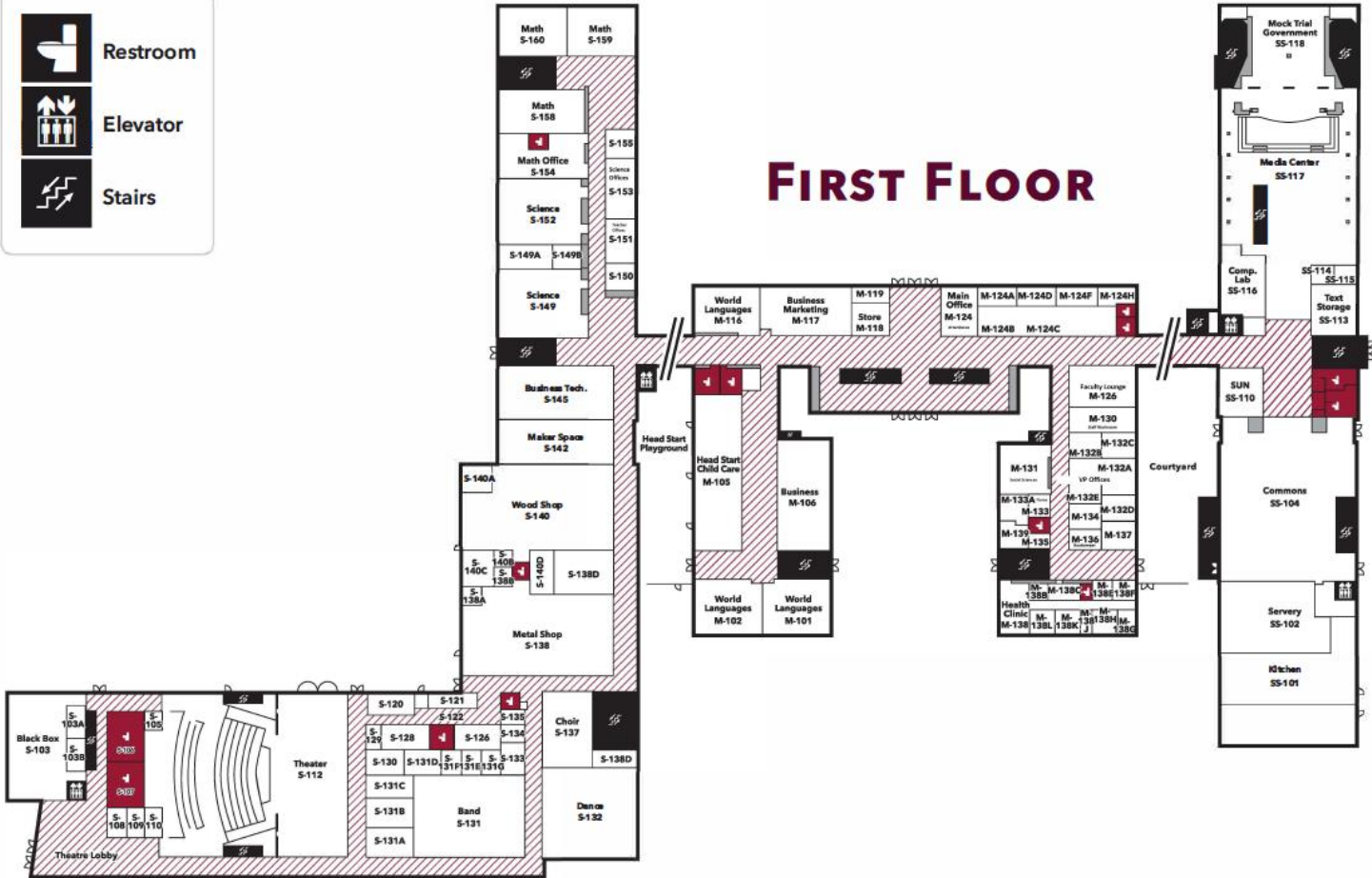


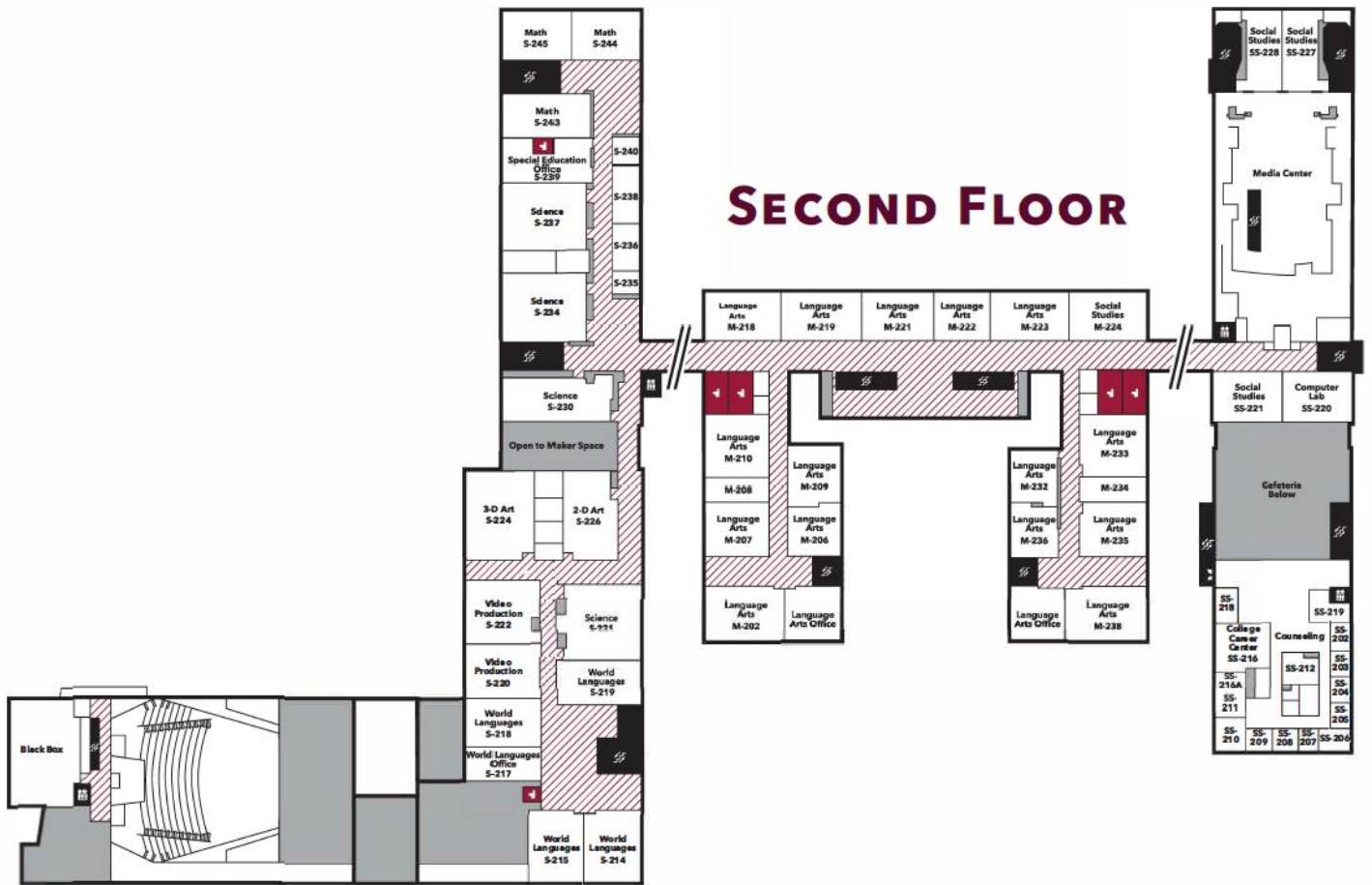
-  Restroom
-  Elevator
-  Stairs



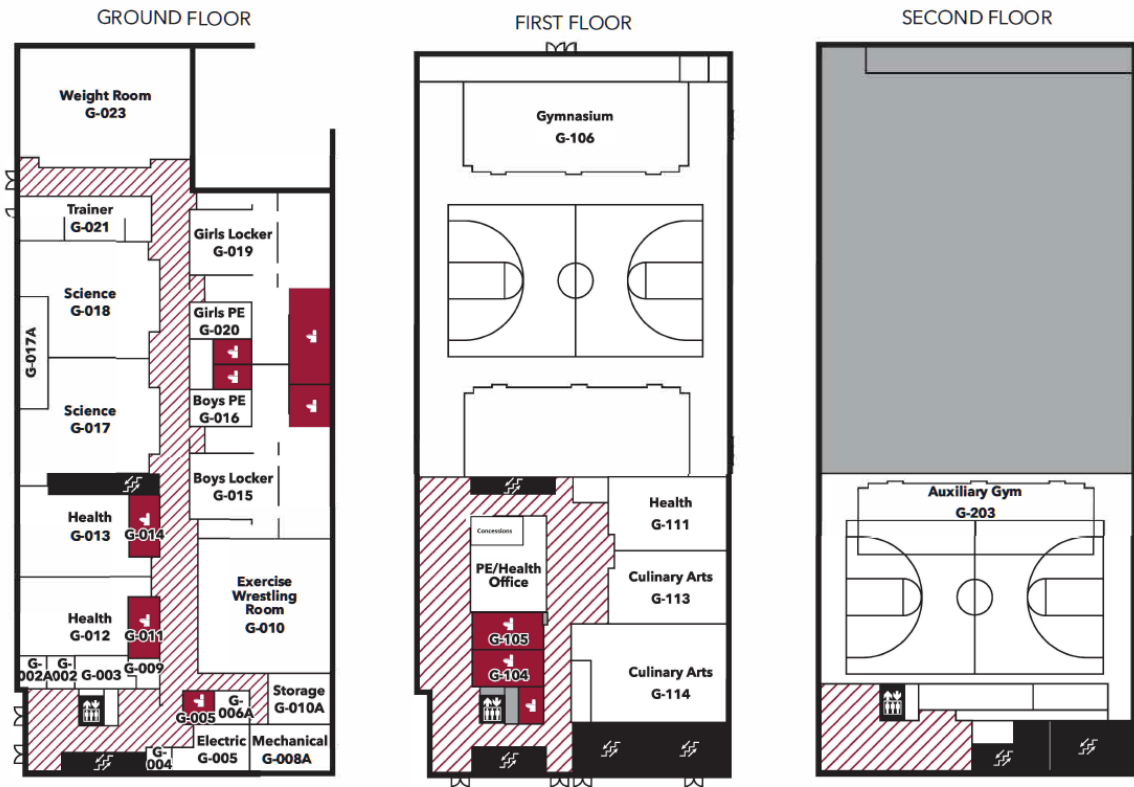
-  Restroom
-  Elevator
-  Stairs

FIRST FLOOR





ATHLETIC CENTER BUILDING



MAIN OFFICE AND STAFF DIRECTORY

Main Office Phone: 503-916-5140

Please visit our school website: pps.net/franklin for emails and phone extensions of all staff and teachers.

IMPORTANT DATES AND EVENTS

Please visit our online calendar at www.pps.net/franklin for all important dates and events.

I. ACADEMIC INFORMATION

ACADEMIC SUPPORT

Students needing academic assistance should first communicate with their **teachers** to develop a plan for success in a course. In addition, students should attend **tutorial** every week as well as access the SUN program's free after school **tutoring** Monday through Thursday in the library. Students can always get assistance and direction from their counselors (ext. 84353) and/or visit the counselor's sections of Franklin's website at <https://www.pps.net/Page/4275> for a list of PPS and Franklin supports.

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.
- No elective schedule changes are available during the first week of school.
- 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 WF/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 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. (NOEXCEPTIONS)</p> <p>Student will have the option for an Incomplete or WX ONLY with building administrator approval.</p>

GRADING SYSTEM

Grading is the teacher's best professional determination 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.net/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 is required which includes the building administrator's signature and 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.
- Students have the right to request a grade change up to six months from the date the original grade was entered into the grading system.

Weighted Grading

- Weighted Grades:
 - Provide an incentive for high school students to take the most rigorous course work available.
 - Assure that all Portland Public School Students have access to the opportunity to earn transcript recognition for their work.
 - Will only be given to course work authorized under national or international standards.
- National or international program recognition is currently given to:
 - College Board approved Advanced Placement (AP) courses, and
 - Approved International Baccalaureate (IB) programs
- Schools offering Advanced Placement or International Baccalaureate courses will grade these courses according to the following formula:
 - 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.
- Pre-AP courses will not be weighted.
- Transcripts will show both weighted and unweighted class ranking.
- 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.

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.

STAMP TESTING AND SLIP TESTING

Language proficiency testing for credit is available to students with skills in languages other than English. Please see your Counselor for more information.



DIPLOMA REQUIREMENTS

PORTLAND PUBLIC SCHOOLS DIPLOMA REQUIREMENTS	Credits Needed
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
Meet district proficiency for Oregon's Essential skill (ES) standards:	Reading, Writing, Math
Develop a Personal Education Plan	X
Participate in two (2) Career Related Learning Experiences	X
Develop Resume	X
Complete an Extended Application	X
TOTAL CREDITS	24

II. ATHLETICS

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.

FRANKLIN/PORTLAND INTERSCHOLASTIC LEAGUE (PIL)

Students who wish to participate in athletics must register online at www.pps.net/domain/4136 and have a current physical form on file in the Athletic Director's office, room G-002a.

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 <https://www.familyid.com/programs/2019-fall-sports-registration-20>
- **A physical examination is required**
- Parents must sign all forms.
- Return completed forms directly to the Athletic Director (AD), room G-002a.

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

- A physical is not required; however a medical Update Form must be completed (available at the Athletic Director's Office, room G-002a).

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)

Students on academic probation for two consecutive terms are deemed INELIGIBLE

*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.

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 cost \$200 per sport. Students on Federal Free/Reduced Lunch program \$35 per sport. There is a two sport fee cap per student..

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 away from participating in athletics due to fees.**
For financial assistance or questions, please contact the Athletic Director.

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 an administrator or Athletic Director.

III. STUDENT ACTIVITIES

ADVANCED SCHOLARS PROGRAM (ASP)

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

STUDENT CLUBS

Franklin has more than 40 active clubs. Students who are interested in clubs can find a complete list, description, contact information, and meeting times in the SUN Room. Students can also receive more information on specific clubs by attending the Club Fair. Students interested in applying for a Club Charter, should contact the SUN School Coordinator.

STUDENT BODY ASSEMBLIES

- Assemblies are defined as planned, school-sponsored educational experiences for all students. Student attendance at all assemblies is required. All Portland Public Schools and Franklin High School policies for behavior apply to assemblies.
- Students are required to walk with their classes to the assembly. An announcement will be made to release classes to the assembly.
- **All students are required to attend school assemblies. A student can receive a special "Assembly Pass" if they have a condition or special circumstance that does not allow them to comfortably attend the assembly. Students can receive an "Assembly Pass" by talking with their School Counselor or Vice Principal prior to the assembly.**

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 VP or 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 submit a complete and submit a guest application. The guest application and a photocopy 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 are subject to search and must be checked-in before entering the dance.
- All PPS and Franklin High School policies apply to student behavior at dances.
- Dance style and public displays of affection will be monitored. Adult chaperones will give warnings in most instances before telling individuals to leave the dance. However, students may not be warned before being dismissed from the dance.
- Students not conforming to these guidelines will be asked to go to our designated waiting room.
- 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.

IV. STUDENT SERVICES

SERVICE

WHERE TO TURN FOR HELP

Academics: Classes, Schedules, Test Scores, Forecasting.....	Counseling Center – Counselors
Activities: Student Senate, Class Officers, Dances.....	Activities Director – Megan Humphreys
Alcohol & Drug Information/Counseling Services.....	Counseling Center – Counselors
Athletics.....	Athletic Director-Scott Santangelo
Attendance: Admit Slips, and Checking In/Out of School.....	Attendance Office – Main Office
Building Use (CUBs).....	Business Manager – Sonya Harvey
Clubs.....	SUN School Coordinator – Destiny Bucasas
Career Information and Scholarships.....	College & Career Center – Martin Rodriguez
College Scholarships & Post-Secondary Options.....	Counseling Center - Counselors
Fees & Fines.....	Bookkeeper
Financial Needs: Clothes, Eye Exams, Glasses.....	Counseling Center – Social Worker/Counselors
ID Cards.....	Bookkeeper
Health Clinic (Multnomah Co. Health Clinic).....	Health Clinic: Room M-138
Lockers.....	Campus Security Agents
Lost and Found or Stolen.....	VP Secretary-Jill Register
Medical or Health Issues.....	School Nurse: Room M-133
Teen Parent Services.....	Counseling Center - Counselors
Policies and Procedures.....	VP Office
Registration.....	Counseling Center -Sheila Dygert
School Newspaper (The Post).....	Elizabeth Kirsch
Student Behavior.....	Climate Specialist Nic Johnson and/or VPs
Student Store: FHS gear, snacks.....	Tim Biamont
Transcripts.....	Counseling Center – Sheila Dygert

COLLEGE AND CAREER CENTER

College and Career Center is open during the school day. It is located in the Counseling Center. 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.

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.
- 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).

FRANKLIN ON-SITE PARTNERS

SUN PROGRAM

SUN stands for Schools Uniting Neighborhoods. SUN Community Schools in Multnomah County are full-service neighborhood hubs where the school and partners from across the community come together to make sure kids and families have what they need to be successful - in school and in life. Franklin's SUN School is coordinated by our community partner, Impact NW. SUN Community Schools mobilize and strategically organize community resources to provide:

- Educational support and skill development for youth and adults
- Enrichment and recreation activities
- Family involvement and support
- Social, health and mental health resources
- Family and community events

We encourage all students to register for our SUN School to be eligible for the wide array of activities and services offered at Franklin, including tutoring, clubs, after-school meal, and more!

Contact: Destiny Bucasas, SUN Site Manager, dbucasas@impactnw.org, 971-570-1384

STEP UP

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.

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

Additional Partners

Franklin has over twenty district and community partners dedicated to the service of students. Some of these include:

- TRIO
- Raphael House
- Impact NW
- Native American Youth & Family Center
- Latino Network
- Passion Impact
- SE Works
- St. Mark's Church
- Teen Parent Services

LIBRARY AND MEDIA SERVICES

Library Media Services: franklintoolbox.wordpress.com

Mission: To promote 21st century information literacy, equitable access to resources, lifelong learning, the power of story, and active and responsible citizenship-digital and otherwise.

Services, Events, Programs:

- Unlimited Checkout in multiple languages on site and from other PPS Libraries
- [FHS Toolbox](#): curriculum links, Web Catalog, databases, ebooks, research tools
- Research & Information Literacy & Digital Citizenship Lessons
- Group and individual study space
- Tutoring and Support staff
- Textbook and Novel Set Services
- Desktop Computer Lab and Printing Services

- Book Talks, Teen Reads Week, and Read-In Field Trip
- Drop In/One on One instruction for students
- Partnerships with SUN, Literary Arts, Multnomah County Library
- Author Visits and Field Trips to the Schnitzer
- Oregon Battle of the Books, Oregon Reader's Choice Awards, Good Reads
- FAST Story Slam, PPS Truth Be Told, FHS Poetry Slam & Verselandia!
- Library Intern Work Experience (CRLE)

FHS Library Card is your ID card barcode. StudentVue App also has barcode. Required for check out.

Multnomah Library Card : Required to for many classes and gives student access to My MCL and digital resources, databases, music, movies, ebooks and print materials. Available at any branch.

Signing into the library: During class hours Late Arrival/Early Dismissal Card or signed time stamped hall passes are required to use the library without your teacher. Leave pass/card at the Circulation Counter upon arrival. Sign in at our Drop In computer.

Library Behavior: Students during class hours must be in quiet study, completing research or academic work or reading. During lunch/after school students can engage in non academic work or quiet conversation. Headphones must be used with audio or video. These may be borrowed from the circulation counter. During all hours students will be expected to be seated, except when looking for materials or waiting in line and mindful of those around them. Upstairs will be silent all hours.

Library Hours: Library Desk Hours 7:45-3:45. Library Staff and space are available during school hours including lunch and tutorial. Librarian is available after hours by appointment. Library has extended hours after school through SUN Program.

Food Drink: Neatly portable food only at designated tables. No drink/food at any computers.

Library Printing/Copy: Share documents through Drive to reduce paper consumption. 5 ¢/page over 4 B/W printed pages and 25¢/page for color. 10 ¢/page for copies.

Charges and Fines: Library book check out-2 weeks, novel sets- 6 weeks. Textbooks all year. After 2 weeks library materials are overdue. Library materials over 50 days late result in a \$5 fee. (Textbooks and novel sets only have charges if lost or damaged). Please renew at the library counter to avoid charges. If a book is lost or damaged, student is charged the cost of the book. If items are stolen, you must file a police report and provide a copy or provide the report number to have charges waived. If lost book returned student charged maximum \$5 fee.

Clearing Library Record: If you have over \$50 in charges you will need to complete a contract or obtain a waiver from administration before you can check out textbooks, library books or other materials. You will need to return the contract or waiver to get your books. Library staff will help you with these steps. If you have any special circumstances, library staff or administration are available to problem solve. In order to attend prom, seniors must not have any outstanding fees. In order to get graduation tickets, diploma: ALL library/textbook materials must be turned in and ALL fines/charges must be cleared. Staff are ready to help you clear. Get help early.

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

Citing Sources: Students are expected to cite sources when producing work. Citation instruction is provided by librarian through integrated research instruction. Outside of class, students can ask the library staff for one on one tutorial, helpful handouts, or can go to the Research Tools page of the FHS Toolbox, <https://franklintoolbox.wordpress.com/cc/for-everyone/research-tools/>

Sunny Childs, LMS sichilds@pps.net*Chris Hamilton, Asst chamilton@pps.net *Beth Azar, Textbooks eazar@pps.net

HEALTH INFORMATION AND 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.

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.multco.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.

V. SENIORS AND GRADUATION

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.

Senior Clearance: In order to attend prom, seniors must not have any charges or outstanding fees. In order to get graduation tickets or diploma: **ALL** library/textbook materials must be turned in and **ALL** fines/charges must be paid.

Commencement Expectations

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

Acceptable guidelines regarding graduation are:

- 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.

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 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 (of which now includes vaping) or any violation resulting in a disciplinary action Level 3 or greater as determined by Franklin administration.

VI. School Climate Guide

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 (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-wide Values and Common Area Behavioral Expectations

At Franklin High School, we

Strive to be. . .

Thoughtful: We aware of our surrounding and others

Respectful: We interact positively and compassionately

Organized: We are prepared

Neighborly: We partner, work, and celebrate together

Generous: We are willing to contribute and share

Posters are distributed throughout the building in order to make these values and expectations visible to students, staff and families. The intention is to send a consistent message about what our school community values and what it looks like in the 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 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 STRONG – Recognition and Reinforcement System

Franklin HS believes that recognizing and reinforcing positive student behavior is an effective way to validate our student's work towards creating a positive school climate.

- FRANKLIN STRONG tickets are issued by staff to students who are observed demonstrating our values and school-wide behavioral expectations.
- Students will drop their tickets off in the Front Office, making them eligible for a weekly drawing.
- Weekly random drawings will be held from among the students who submitted their tickets, and recognition prizes will be awarded by the Administration and School Climate Team.

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 pages.

At Franklin we S trive to be...	Hallways & Common Areas	Classrooms & Learning Environment	School Community & Neighborhood
<p>Thoughtful</p>	<p>Staff:</p> <ul style="list-style-type: none"> *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>Students:</p> <ul style="list-style-type: none"> *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>Staff:</p> <ul style="list-style-type: none"> *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>Students:</p> <ul style="list-style-type: none"> *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>Staff:</p> <ul style="list-style-type: none"> *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>Students:</p> <ul style="list-style-type: none"> *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>	<p>Staff:</p> <ul style="list-style-type: none"> *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>Students:</p> <ul style="list-style-type: none"> *We interact positively *We use appropriate language and "inside voices" *We respond positively to staff guidance *We help maintain clean hallways and spaces 	<p>Staff:</p> <ul style="list-style-type: none"> *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>Students:</p> <ul style="list-style-type: none"> *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>Staff:</p> <ul style="list-style-type: none"> *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>Students:</p> <ul style="list-style-type: none"> *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>	<p>Staff:</p> <ul style="list-style-type: none"> *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>Students:</p> <ul style="list-style-type: none"> *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>Staff:</p> <ul style="list-style-type: none"> *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>Students:</p> <ul style="list-style-type: none"> *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>Staff:</p> <ul style="list-style-type: none"> *We keep all materials in our personal space *We acknowledge and communicate school information and events internally and externally *We follow community policies <p>Students:</p> <ul style="list-style-type: none"> *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>	<p>Staff:</p> <ul style="list-style-type: none"> *We greet others and interact positively *We anticipate needs and help others *We celebrate the work of our peers and students <p>Students:</p> <ul style="list-style-type: none"> *We greet others and interact positively *We help when we see a need *We celebrate the work of our peers and staff 	<p>Staff:</p> <ul style="list-style-type: none"> *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>Students:</p> <ul style="list-style-type: none"> *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>Staff:</p> <ul style="list-style-type: none"> *We partner with local business *We organize clean-up activities *We share our resources with neighbors *We report health and safety concerns <p>Students:</p> <ul style="list-style-type: none"> *We volunteer in our community *We are role models for younger students *We report health and safety concern

G enerous	<p>Staff:</p> <ul style="list-style-type: none"> *We willingly share spaces *We help and support others *We are passionate about supporting our students <p>Students:</p> <ul style="list-style-type: none"> *We willingly share spaces *We give our time and energy to create a supportive environment 	<p>Staff:</p> <ul style="list-style-type: none"> *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>Students:</p> <ul style="list-style-type: none"> *We share our resources with each other *We offer a fresh start to staff and ourselves *We compliment our peers and teachers 	<p>Staff:</p> <ul style="list-style-type: none"> *We contribute to and support our neighbors *We are socially aware of our school community and neighborhood <p>Students:</p> <ul style="list-style-type: none"> *We contribute to and support our neighbors *We are socially aware of our school community and neighborhood
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Student Discipline Procedures

School personnel and parents/guardians share the responsibility for encouraging students' appropriate behavior. School personnel are expected to use a continuum of positive behavioral interventions, strategies, and supports to teach, encourage and reinforce appropriate behaviors conducive to the learning environment and our school community. The calibration of behaviors and the process in which behaviors are supported are conducted with building staff with input from students and families in order to best reflect the racial, cultural, and linguistic needs of the Franklin community.

Students will be treated in a respectful manner throughout the disciplinary process, and families keep abreast of the interventions used to support the student and/or consequences associated with problem behavior.

At Franklin High School our school community is welcoming, supportive, and compassionate. We provide 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. 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 Franklin and PPS policies as they apply in the hallway, cafeteria, gym, auditorium, courtyard, classroom, and off campus school sponsored events.

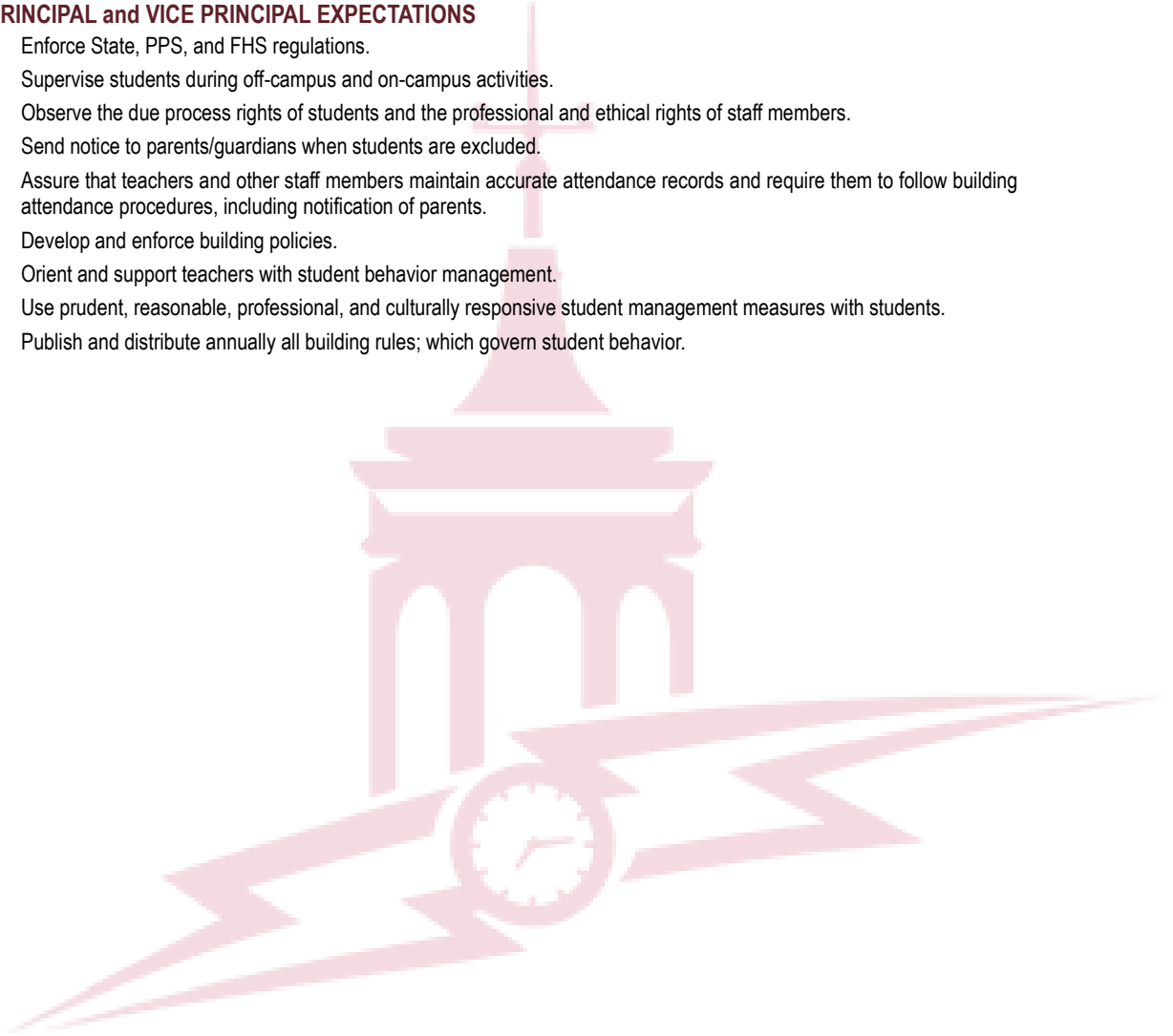
- Students shall understand that the staff of Franklin High School and Portland Public Schools have the right to supervise and address student behavior. This applies during school hours, at school activities before and after school.
- Students shall obey all FHS building policies.
- Students shall honor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

STAFF 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, professional, and culturally responsive student management measures with students.
- Work with the Vice Principals and Support Staff on restorative student management interventions.

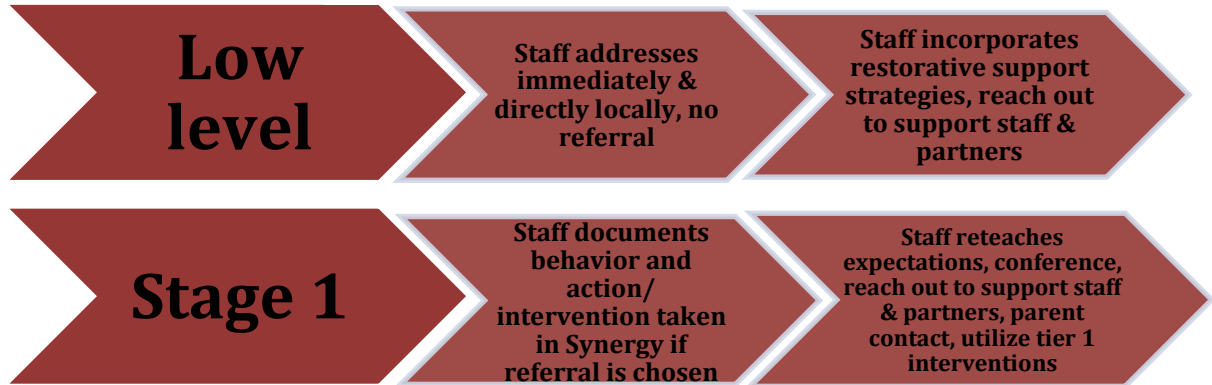
PRINCIPAL and VICE PRINCIPAL EXPECTATIONS

- 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, professional, and culturally responsive student management measures with students.
- Publish and distribute annually all building rules; which govern student behavior.

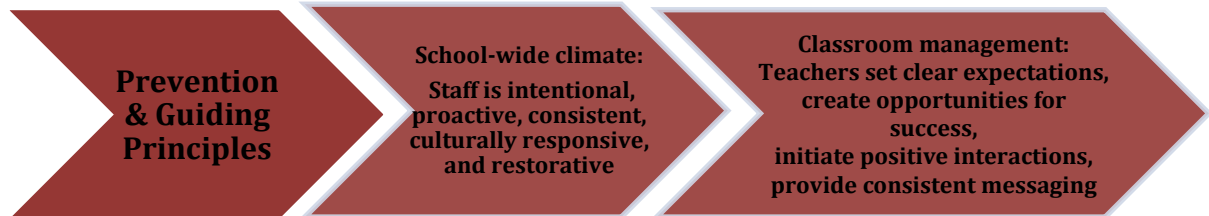
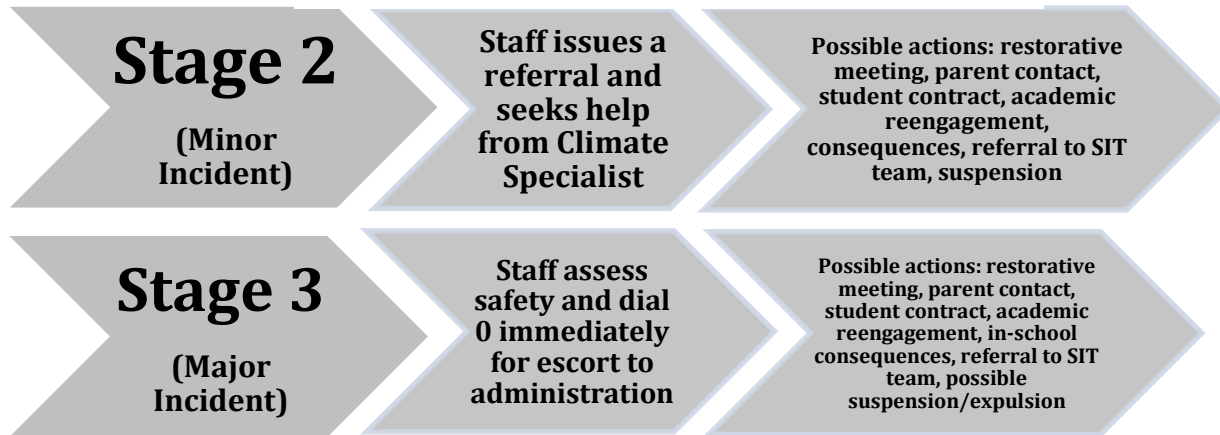


FHS BEHAVIOR FLOWCHART

Teacher Involvement Required



Administrator Involvement Required



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Interventions may include: Apology; Ask student the Rule; Change Seating; Community Meeting; Community Service; Conference; After School meeting; Gentle Reprimand; Keep in Proximity; Loss of Privilege; Mediation; Parent Contacted; Positive Practice; Pre-Correct; Private Discussion; Restitution; Re-Teach Rule; Warning

FHS Behavior Definitions Not Meeting **STRONG** Expectations

Not STRONG Behavior	Low Level	Stage 1	Stage 2	Stage 3
Cheating/Copying/ Plagiarism	-Not including a citation.	-Lending your work to someone to copy test/work. -Looking at someone's test/work.	-Taking a picture of a test/work. -Buying a paper on the internet. Submitting someone's work as your own.	
Cutting Class/ Leaving Without Permission	NA	-1-2 unexcused absences or doesn't return to class 2 times in one class or cumulatively across multiple classes. -Leaving class without permission.	-2+ unexcused absences or disappears 2+ times. -Behavior continued after intervention chronic pattern coupled with an additional infraction (ie: insubordination, violence)	-Threat of harm. -Fighting. -Damage to property, theft, etc.
Tardiness to Class	-Arriving after the bell once or twice a month.	-Repeatedly showing up after the bell, 2 or more times a week. -Showing up excessively late. -Students showing up late in a loud manner.	-Showing up late every day or almost every day. -Showing up excessively late every day.	
Misuse of Hall Pass	-Return to class 5 minutes beyond "scheduled" return time. Example: Takes 5 minute break, returns 10 minutes later.	-Return to class 10 minutes beyond "scheduled" return time. Example: Takes 5 minute break, returns 15+ minutes later. -Student has already been warned about this behavior.	-Not returning to class at all, after a break. -Abuses pass privilege on a weekly base. -Intentionally disrupts the learning environment while in the hallway. - Student has already received interventions for this behavior, including a referral.	-Engaged in altercation while out on pass. -Returning to class under the influence. -Starts or participates in false Fire Alarm.
Not Following Directions	-Not following directions or classroom expectations once or twice a week.	-Not following directions on a daily basis. -Needed to be told what to do, again, after directions have been altered. (This excludes students on IEP or with a disability that makes this unreasonable.) -Student has already been warned about this behavior.	-Not follow directions multiple times in a class period. -Student has already received interventions for this behavior, including a referral.	-Illegal behavior during class: theft, vandalism, etc. -Refusal to allow instruction to continue. -Compromising the safety of the classroom.
Harassment	-Bothering and pestering, teasing or put-downs, one incident.	-Bothering and pestering, teasing or put-downs, multiple incidents.	-Intimidation or abusive behavior towards a student or teacher based on race/gender/abilities. -Sexual harassment -Chronic bothering and pestering, teasing or put-downs.	-Conduct that is physically threatening or harmful -Menacing.
Language	-Minor slips.	-Loud outburst in class, one incident. -Offensive comments toward others.	-Repeated outbursts within a class period. -Racial slurs. -Verbal attacks on a person's gender, sexual identity, culture, class, etc.	-Aggressive verbal threats. -Compromising the safety of the classroom.

VII. PPS/FHS SCHOOL POLICIES – Listed Alphabetically

ACADEMIC INTEGRITY

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;
 - **Citing Sources:** Students are expected to cite sources when producing work. Citation instruction is provided by librarian through integrated research instruction. Outside of class, students can ask the library staff for one on one tutorial, helpful handouts, or can go to the Research Tools page of the FHS Toolbox, <https://franklintoolbox.wordpress.com/cc/for-everyone/research-tools/>
- 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.

ALCOHOL AND DRUG POLICY AND MANAGEMENT

- Under no circumstances are drugs and alcohol allowed on school property at any time.
- Franklin High School 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. Students and families will receive a PPS Student Rights and Responsibility Handbook.
- Any student in possession of drugs or paraphernalia, participating in alcohol/drug related behavior (i.e. being actively present knowing students are engaging in drug/alcohol use), under the influence of drugs, or smelling like drugs or alcohol during the school day will be subject to disciplinary action up to and including expulsion from all PPS schools.
- **IN ACCORDANCE WITH PPS POLICY: VAPING/E-CIGARETTES CONSIDERED A DRUG VIOLATION AT PPS**
All vaping or e-cigarette use on school groups or at school events will be treated as a drug/alcohol violation because there is no easy way to determine what substance is being vaped. That means that student can be suspended, required to attend the district's Insight class or required to complete an alcohol and drug assessment and follow the recommendations or depending on the frequency of the violation (ex. Level C), potentially expelled.

ATTENDANCE AND TARDY POLICY

Parents/guardians must contact the Attendance Office at 503-916-5140 option 2 to notify the school of student absences.

Student Attendance Responsibility

- All students are required to have an official pass authorized by a Franklin staff member at all times when they are outside of the classroom.
- "Skipping" a scheduled class is never allowed at Franklin High School unless the absence is excused by a staff member or parent prior to the absence.
- Students in the hallway are required to show their pass to any staff member when requested. Failure to follow this policy will result in an escort to a Vice Principal and a phone call to parents.
- All students are required to attend school assemblies. A student can receive a special "Assembly Pass" if they have a condition or special circumstance that does not allow them to comfortably attend the assembly. Students can receive an "Assembly Pass" by talking with their School Counselor or Vice Principal prior to the assembly.
- All students are required to be in their scheduled class before the tardy bell rings unless authorized by a parent/guardian or school staff.
- A student will be marked tardy if they arrive after the tardy bell and miss less than 25% of the class period.
- A student will be marked absent if they miss more than 25% of the class period. This also means that if a student leaves a classroom and is absent for 25% of the class time, they can be marked absent.
- Students who are unexcused for tardy or absence are required to report directly to their scheduled class period.
- Students who have a letter or documentation that excuses their tardy or absence are required to report to the Attendance Secretary before going to class.
- Students must remain in class during the first 15 minutes and the last 15 minutes of each period. Hall passes are not permitted during this time.

Attendance Accountability

- According to PPS policy, consequences & interventions for students who have unexcused absences range from conferencing with parents to suspension.
- Any student who attending less than 90% of their classes because of unexcused absences or unexcused tardiness may be placed on “Gold Cards” (see below).
- Students who have attendance difficulties due to unexcused absences or tardies may be placed on an “Attendance Agreement” that makes available to the student various supports and possibly requires participation in supportive systems (ex. flex tutorial).

Franklin “Gold Card” Plan

- “Gold Cards” are a tracking card that requires students to have each of their teachers sign if they are on-time and present in the class for the whole period.
- Students who are assigned to “Gold Cards” will meet with an Attendance Coordinator to set a goal for improvement.
- Students will have an opportunity to work for incentives if they improve their attendance.
- Students who are in violation of the “Gold Card” process will meet with a Vice Principal to discuss a formal “Attendance Agreement”.
- Students who are in violation of the school’s “Attendance Agreement” will meet with Parents, Counselors, Attendance Coordinator and Vice Principal to discuss disciplinary action or other educational options outside of Franklin.

Late Arrival and Early Release

- Students who have “Late Arrival” or “Early Release” on their schedules must obtain a sticker to be placed on their school ID indicating the semester and period they have no class.
- Students are required to carry and present their ID with the sticker when on campus during the school day.
- Students who have “Late Arrival” or “Early Release” are allowed to be in the library if they arrive before or stay after their classes. Students may lose the ability to be in the library during their “late arrival” or “early release” if they are disruptive.
- Students loitering or disrupting the school can have their “Late Arrival” or “Early Release” removed from their schedule and replaced with an alternate class.

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. 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.

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 withdrawal 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.

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 84353.

Parent-Initiated Attendance Communication

All parents may contact the Attendance Office at 503-916-5140 x84124 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.

CELL PHONE AND ELECTRONIC DEVICE POLICY

Student and Staff Responsibilities

- Teachers may require, as part of their classroom management plan, all student cell phones to be turned in at the beginning of class and returned at the end of the class period.
- Cell phones and electronic devices are required to be off and away during all class periods, unless a teacher permits their use for instructional purposes only.
- Teachers will have visual communication in the classroom to inform students of when cell phones or electronic devices are permitted or not permitted.
- Students are allowed to use cell phones and electronic devices during passing periods and lunch break.

Accountability

- 1st Violation: Student cell phone or electronic device will be turned in and stored in the VP office for the rest of the school day. Student will receive their phone at the end of the school day. The incident will be entered into student information system as a referral.
- 2nd Violation: Student cell phone or electronic device will be turned in and stored in the VP office. Parent or guardian is required to retrieve the phone or device. The incident will be entered into student information system as a stage 2 referral.
- 3rd Violation: Student will lose their right to have cell phone or electronic device on school campus. The incident will be entered into student information system as a stage 3 referral. Further violations can result in exclusions from school activities.

Cyberbullying or Harassment

Any student using their cell phone or electronic device to bully or harass any member of our school community will be placed on a Cell Phone/Electronic Device Agreement as a result of the first violation. A Cell Phone/Electronic Device Agreement will either monitor or fully prohibit their use of devices during the school day and on school property.

Examples of Cyber-Bullying or Harassment (but not limited to)

- Direct threats toward another person
- Insults or derogatory remarks made towards or about another person
- Posting or forwarding pictures or images of another person with the intent to insult, humiliate, or harass
- Creating groups or lists that target people in order to harass, insult, or threaten
- Posting or forwarding information that has the potential to invoke violence or may be harassment toward another person
- Using a phone or electronic device to organize or encourage participation in violence or harassment

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>

SEXUAL HARRASMENT

Students have the right to attend schools and activities free from sexual harassment, the right to file a complaint pursuant to District policy 4.50.032-P when a student feels they have been the victim of sexual harassment, and the right to be notified when the investigation is concluded and as to whether a violation of the policy was found to have occurred, to the extent allowable under state and federal confidentiality laws.

Portland Public Schools has adopted a protocol, involving the Sexual Incident Response Committee, for working with students and families when incidents of concerning sexual behaviors come to the attention of school staff. The goal of the protocol is to ensure the safety of all students and to help adults and children learn to address and manage these behaviors in the school and community. There can be instances where these incidents can give rise to school disciplinary action as well, but this protocol is designed to ensure all students are safe at school.

Students should report incidents of sexual harassment directly to an administrator in order for a thorough investigation to occur.

VIII. COMMUNITY AGREEMENTS AND EXPECTATIONS

AFTER-SCHOOL HOURS

We want our students to be safe and supported during and after school. Most staff are not supervising students in the building after 3:30pm. There are many after-school programs for students to get involved in where staff will be supervising. Parents and students are encouraged to sign up for after school activities.

Students must exit the building after 4:00pm unless they are formally enrolled in an after-school program. Parents should be in communication with the after-school advisor if their student is participating in an after-school program. Students are not permitted to loiter in the building after 4:00pm.

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.
- Bicycles are not permitted inside of the building.
- FHS and PPS assume no responsibility for bicycles. They are brought to school at the owners' risk.

DRESS AND GROOMING

As per PPS Administrative Directive 4.30.013-AD 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.

Basic Dress Code Policy

- (1) **Minimum Safe Attire.** Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.
 - (a) Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
 - (b) Shirts and dresses must have fabric in the front and on the sides (under the arms).
 - (c) Clothing must cover undergarments (waistbands and straps excluded).

- (d) Fabric covering breasts, genitals and buttocks must be opaque.
 - (e) Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
 - (f) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
 - (g) Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- (2) **District Dress Code.** Board policy 4.30.012 provides: "Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech are prohibited." All PPS students are expected to comply with the requirements of this policy. Specifically:
- (a) Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
 - (b) Clothing may not depict pornography, nudity or sexual acts.
 - (c) Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.
 - (d) Clothing, including gang identifiers, must not pose a threat to the health or safety of any other student or staff.
 - (e) Enforcement must accommodate clothing worn by students as an expression of sincerely held religious beliefs (head scarves, for example) and worn by students with disabilities (protective helmets, for example).

EATING OUTSIDE OF THE CAFETERIA

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

EVENT PLANNING AND FUNDRAISING

All students, staff, and community members must complete the **Use of Building Request Form** before planning an event or fundraising. All school events and fundraising must be authorized by a PPS staff advisor and school administrator. You can find the **Use of Building Request Form** on the Franklin High School website under "Our School" and "Information and Forms." Follow the directions on the form to start the process of planning an event.

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

Students must have a hall pass or program pass (video production, leadership, office TA, etc.) whenever they are in the hall during class time. Students using hall passes are to "walk with purpose" to and from their destination. Students must return to class in a reasonable amount of time (as determined by teachers and/or administration). Hall passes are not intended for students to use as social breaks or loitering outside the classroom. No student should be in the hall during the first 15 minutes or the last 15 minutes of class.

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

Decorating any part of the school, including lockers requires Administrative Vice Principal's prior approval.

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.

OPEN CAMPUS POLICY

FHS has an open campus during lunch period only. Any student in violation of a PPS behavior policy or in violation of state/county law can lose their right to go off campus during the school day and be subject to suspension or expulsion.

PARKING

Students are not permitted to use the campus parking lots during school hours. Students who park on campus during school hours are subject to a \$25.00 fine that will be added to their student account.

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, 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.

SAFETY AND DRILLS

Students are expected to participate and comply with all safety guidelines and drills during the school year.

- Lockout and Lockdown Drill
- Fire Drill
- Earthquake Drill
- Students are expected to respond to staff requests related to security, behavior and safety.

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/SKOOTER/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 or other designated locations) during the school day and not to be carried with a student or used on campus during the school day. Repeated violations of the guidelines for these items will result in confiscation.

VISITORS IN THE BUILDING

Students are not permitted to have a visitor at school during the school day unless authorized by a Vice Principal for educational purposes only. All visitors are required to report to the Main Office. Visitors will need to sign in and wear a visitor's badge.



2019-20 School District Calendar (Subject to possible revision)



- Calendars are online: Go to www.pps.net and click on the "Calendar" link.
- ⊕ Snow make-up days will be added at the end of the school year.
- **NOTE:** There will be no early dismissals or late openings for the 2019-20 school year.

JULY 2019

S	M	T	W	Th	F	S
	1	2	3	X	X	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 2019

S	M	T	W	Th	F	S
				1	2	3
4	5	6 ^{BAL}	7 ^{BAL}	8 ^{BAL}	9 ^{BAL}	10
11	12	13	14	15	16 ^{NEO}	17
18	19	20	21	22 ^{PROF}	23 ^{PROF}	24
25	26 ^{PROF}	27 ^{PLAN}	28 ^{START}	29	30	31

SEPTEMBER 2019

S	M	T	W	Th	F	S
1	X	3 ^{K START}	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					

OCTOBER 2019

S	M	T	W	Th	F	S
		1 ^{*MT}	2	3	4	5
6	7	8	9	10	11 ^{INS}	12
13	14	15 [*]	16 ^{PSAT}	17	18	19
20	21	22 [*]	23	24	25	26
27	28	29 [*]	30	31 ^{GRD}		

NOVEMBER 2019

S	M	T	W	Th	F	S
					1 ^{PLAN}	2
3	4	5 [*]	6	7	8	9
10	X	12	13	14	15	16
17	18	19 [*]	20	21	22	23
24	25 ^{DAY/EVE}	26 ^{DAY/EVE}	27	X	X	30

DECEMBER 2019

S	M	T	W	Th	F	S
1	2	3 ^{*TRF-H}	4	5	6	7
8	9	10 ^{*MT}	11	12	13	14
15	16	17 [*]	18	19	20	21
22	23	X	X	X	X	28
29	30	31				

- Students out of school
- Schools closed and district offices open
- X Schools and district offices closed
- DAY/EVE Day and evening conferences (No school for students)
- START Start of school year
- END End of school year
- GRD Grading period ends
- INS Statewide Inservice (Schools closed)
- MT Mid-Term Progress Reports entered into student system
- TRF-H High School transfer application deadline
- TRF-EMS Elementary/Middle School transfer application deadline
- PLAN Teacher Planning Day

JANUARY 2020

S	M	T	W	Th	F	S
			X	2	3	4
5	6	7 [*]	8	9	10	11
12	13	14 [*]	15	16	17	18
19	X	21	22	23	24 ^{GRD}	25
26	27 ^{PLAN}	28 [*]	29	30	31	

FEBRUARY 2020

S	M	T	W	Th	F	S
						1
2	3	4 [*]	5	6	7	8
9	10	11 [*]	12	13	14	15
16	X	18	19	20	21	22
23	24	25 ^{*MT}	26	27	28	29

MARCH 2020

S	M	T	W	Th	F	S
1	2	3 [*]	4 ^{SAT}	5	6 ^{TRF-EVE}	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 [*]				

APRIL 2020

S	M	T	W	Th	F	S
				1	2	3 ^{GRD}
5	6 ^{PLAN}	7 [*]	8	9	10	11
12	13	14 [*]	15	16	17	18
19	20	21 [*]	22	23	24	25
26	27	28 [*]	29	30		

MAY 2020

S	M	T	W	Th	F	S
					1	2
3	4	5 ^{*MT}	6	7	8	9
10	11	12 [*]	13	14	15	16
17	18	19 [*]	20	21	22	23
24	X	26	27	28	29	30

JUNE 2020

S	M	T	W	Th	F	S
	1	2 [*]	3	4	5 ^{GRD}	6
7	8 ^{PLAN}	9 ^{PLAN}	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2020

S	M	T	W	Th	F	S
			1	2	X	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	

- PROF Teacher Professional Development Day
- +PROF Tentative Teacher Professional Development (re-configured/Focus/Priority Schools 1-3 days)
- NEO New educator orientation
- CC Classified Connection (PD for classified employees)
- * School site staff meetings
- Snow make-up days for students (END, GRD, and PLAN days move accordingly)
- ⊗ Possible snow make-up day for students (announced by January 18)
- BAL Building Administrators Leadership
- PSAT/SAT PSAT Test Date/SAT Test Date

Revision Date: June 7, 2019



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: TBD, HS Regional Administrator (503-916-3963)

District 504 Contact: TBD, Director, Student Services (503-916-5460)

American Disabilities Act Contact: Human Resources (503-916-3544)

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