

2016

2017

HORACE FURNESS HIGH SCHOOL



Citius - Altius - Fortius

Mr. Daniel Peou
Principal

Ms. Jaime Smyth
Assistant Principal

School District of Philadelphia
HORACE FURNESS HIGH SCHOOL
Third & Mifflin Streets
Philadelphia, PA 19148
215-952-6226

<http://webgui.phila.k12.pa.us/schools/f/furness/>

===== *STRIVING FOR EXCELLENCE* =====

Welcome to Furness High School

2016 - 2017

Student Name _____

Book # _____

Address _____

Telephone # _____

Emergency Contact _____

NOTICE OF NON-DISCRIMINATION

All sports, interscholastic sports programs, and extracurricular activities are available to all students to the extent required by Title IX, Section 504 and Title VI. If there are prerequisites, they are based on ability and aptitude, not on sex, race, color, national origin, or any handicapping conditions. Physically or mentally challenged students may qualify for special services, instruction and equipment modifications. If there are any questions about equal educational opportunities, contact the Equal Opportunity Compliance Office at 215-400-5789.

FURNESS HIGH SCHOOL

STUDENT/PARENT HANDBOOK

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SCHOOL DISTRICT OF PHILADELPHIA

HORACE HOWARD FURNESS HIGH SCHOOL

THIRD & MIFFLIN STREETS

PHILADELPHIA, PA 19148

<http://webgui.phila.k12.pa.us/schools/f/furness/>

(215) 952 - 6226 Telephone

(215) 952 – 8635 Fax

2016 - 2017

Dear Students, Parents and Caregivers:

Greetings and welcome to Furness High School. We are here to work with you and your family to ensure your success this school year.

This handbook will provide you with pertinent information about Furness High School. Read it carefully and refer to it as often as necessary. Students, share the handbook information with your parents or guardians, as they are an important part of your formal schooling.

We look forward to working with you as you venture toward good grades, an active and fulfilling high school life, and the ultimate goal...a Furness High School diploma.

Have a wonderful year!

Sincerely,

Daniel S Peou

Daniel Peou,

Principal

SCHOOL DISTRICT OF PHILADELPHIA

HORACE HOWARD FURNESS HIGH SCHOOL

THIRD & MIFFLIN STREETS

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VISION

Our vision is a safe and diverse school community in which all students will achieve their highest potential.

MISSION

Our mission is to provide the social and academic tools in a safe and nurturing environment that empowers students to use multicultural competency to become productive citizens in our global society.

C O R E B E L I E F S

* * *

Be Polite

Be Prompt

Be Prepared

Be Proactive

Be Productive

To: All Students, Parents and Caregivers

From: Daniel Peou, Principal

CC: Comprehensive High School Regional Office
Office of School Climate and Safety

Date: September 7, 2016

Re: Cell Phone / Telephonic Policy

The use of cell phone and other telephonic devices (e.g.: text messengers) has proven to be extremely disruptive of the educational environment at Furness High School. Cell phone use during school hours also reduces the safety of everyone in the school building.

The School Reform Commission (SRC) states that no student may carry a cell phone, beeper or other paging device on his/her person on school property. A violation of this policy will result in severe disciplinary action. **CELL PHONES, BEEPERS, LASER PENS, AND OTHER SIMILAR DEVICES WILL BE CONFISCATED AND ONLY RETURNED TO A PARENT OR GUARDIAN, under the following guidelines:**

- The first day of school (9/7/2016) will serve as a grace period. Students will be reminded that they cannot use these electronics, however the devices will not be confiscated.
- On the first offense following the grace period all aforementioned electronics will be confiscated, and a parent/guardian must come to the school on Wednesdays only, between 2:10pm to 3:00pm in order to retrieve the device.
- On the second offense the device will be confiscated, and parent/guardian must come to the school for the next Report-Card Conference, in order to retrieve the device.
- Devices confiscated on third offenses will not be returned until the end of the school year.

It remains our policy that if a student realizes that he/she has a cell phone or beeper accidentally in his/her possession, the student is to notify security personnel BEFORE entering the scanning process. **Parents/Guardians may pick up confiscated phones/beepers on WEDNESDAYS for the first offense. Furness High School will take no responsibility for lost, stolen or damaged cell phones or any other electronic devices for it the policy of the School District of Philadelphia that students are not to have cell phone or other electronic devices in school.**

There will be no exceptions.

Thank you for your support and cooperation.

Furness High School School-Wide Behavior Matrix

	Lunchroom	Hallways	Bathroom	Classroom
Be Polite	1. Show ALL students and adults respect. 2. Use positive language; no profanity.	1. Keep your hands to yourself. (Respect personal space.) 2. Do not disturb another classroom.	1. Ask the teacher for permission to use the bathroom.	1. Always raise your hand. 2. No profanity. 3. Show respect to the teacher and the other students in the class.
Be Prepared	1. Have ID number ready. 2. Know what you want for lunch.	1. Know what class you are going to next. 2. If it is during class time, always have a hall pass.	1. Always have a bathroom pass.	1. Come with supplies (pen/pencil and paper). 2. Homework should be completed.
Be Prompt	1. Go straight to the lunchroom. 2. Get in line immediately.	1. Know the fastest way to your class. Do not take the “long way.”	1. Don’t “hang out” with your friends. 2. Do your business and leave.	1. Get to class <i>before</i> the bell rings. 2. Turn in assignments on time or early.
Be Proactive	1. If a problem with someone arises, leave the situation and see an adult.	1. Have your supplies with you so you do not have to constantly go to your locker. 2. If you see a “situation” involving other students, keep walking.	1. Be aware you cannot use the bathroom the first and last ten minutes of class. 2. ALWAYS try to use the bathroom during lunch.	1. Volunteer to answer questions. 2. Review relevant information before the class. 3. Ignore disruptive/disrespectful students.
Be Productive	1. Clean up whatever mess you make. (Trash can)	1. Keep moving. 2. Stay on the right side of the hallway to prevent “traffic.”	1. Respect other’s privacy. 2. Clean up any “mess.”	1. Do your best. 2. Participate, including group assignments.

VISITOR POLICY

ALL VISITORS are **required** to report to the Main Office.

EMERGENCY CONTACT INFORMATION

It is imperative that this school has on record current emergency contact telephone numbers for each student. Emergency contact forms are distributed every year, and Carver HSES requires families to maintain up-to-date information. This is a matter of safety and welfare in case of sudden illness or any unusual situation that may arise. If a student moves and/or changes phone numbers, the parent must write a note to the advisor and contact a secretary in the main office with the new information immediately.

FURNESS HIGH SCHOOL - BELL SCHEDULES - 2016-2017

Bell Schedule "A" - Regular

	4th Period Lunch	5th Period Lunch	6th Period Lunch
First Period	7:55 - 8:48	7:55 - 8:48	7:55 - 8:48
Second Period	8:51 - 10:11	8:51 - 10:11	8:51 - 10:11
Advisory	10:14 - 10:37	10:14 - 10:37	10:14 - 10:37
Fourth Period	10:40 - 11:10	10:40 - 11:33	10:40 - 11:33
Fifth Period	11:13 - 12:06	11:36 - 12:06	11:36 - 12:29
Sixth Period	12:09 - 1:02	12:09 - 1:02	12:32 - 1:02
Seventh Period	1:05 - 1:58	1:05 - 1:58	1:05 - 1:58
Eighth Period	2:01 - 2:54	2:01 - 2:54	2:01 - 2:54

Bell Schedule "B" - Early Dismissal

First Period	7:55 - 8:25
Second Period	8:28 - 8:58
Advisory	9:01 - 9:16
Fourth Period	9:19 - 9:49
Fifth Period	9:52 - 10:22
Sixth Period	10:25 - 10:55
Seventh Period	10:58 - 11:28
Eighth Period	11:31 - 12:01

Bell Schedule "C" - Extended Advisory

	4th Period Lunch	5th Period Lunch	6th Period Lunch
First Period	7:55 - 8:43	7:55 - 8:43	7:55 - 8:43
Second Period	8:46 - 10:04	8:46 - 10:04	8:46 - 10:04
Advisory	10:07 - 10:57	10:07 - 10:57	10:07 - 10:57
Fourth Period	11:00 - 11:30	11:00 - 11:48	11:00 - 11:48
Fifth Period	11:33 - 12:21	11:51 - 12:21	11:51 - 12:39
Sixth Period	12:24 - 1:12	12:24 - 1:12	12:42 - 1:12
Seventh Period	1:15 - 2:03	1:15 - 2:03	1:15 - 2:03
Eighth Period	2:06 - 2:54	2:06 - 2:54	2:06 - 2:54

Bell Schedule "E" - Early Dismissal Common Planning

	4th Period Lunch	5th Period Lunch	6th Period Lunch
First Period	7:55 - 8:41	7:55 - 8:41	7:55 - 8:41
Second Period	8:44 - 9:47	8:44 - 9:47	8:44 - 9:47
Advisory	9:50 - 10:07	9:50 - 10:07	9:50 - 10:07
Fourth Period	10:10 - 10:40	10:10 - 10:55	10:10 - 10:55
Fifth Period	10:43 - 11:28	10:58 - 11:28	10:58 - 11:43
Sixth Period	11:31 - 12:16	11:31 - 12:16	11:46 - 12:16
Seventh Period	12:19 - 1:04	12:19 - 1:04	12:19 - 1:04
Eighth Period	1:07 - 1:54	1:07 - 1:54	1:07 - 1:54

Bell Schedule "F" - Late Arrival 3hrs.**Bell Schedule "D" - Late Arrival 2hrs.**

First Period	11:00 - 11:29	First Period	10:00 - 10:32
Second Period	11:32 - 12:01	Second Period	10:35 - 11:39
Advisory	12:04 - 12:14	Advisory	11:42 - 11:59
Fourth Period	12:17 - 12:46	Fourth Period	12:02 - 12:34
Fifth Period	12:49 - 1:18	Fifth Period	12:37 - 1:09
Sixth Period	1:21 - 1:50	Sixth Period	1:12 - 1:44
Seventh Period	1:53 - 2:22	Seventh Period	1:47 - 2:19
Eighth Period	2:25 - 2:54	Eighth Period	2:22 - 2:54

Revised 9/2016

SCANNING

ALL STUDENTS are **required** to show, as well as scan, their student ID cards at the security checkpoint area when they enter the building. The student entrance is located off the courtyard and faces Berks Street. **Any student found purposely violating this school security procedure will be immediately referred for disciplinary action.**

ADVISORY/HOMEROOM PERIOD

ALL students must report to their Advisory at 10:14AM. Students need to be prompt, as official documentation of your attendance and lateness will be maintained by your advisor. Daily announcements are made during the advisory period. Be attentive to these announcements as they may involve you or your specific classes. You MAY NOT go anywhere else but to Advisory during this time without written permission from your Advisor. Lateness or failure to report to Advisory will result in disciplinary action.

FURNESS HIGH SCHOOL

2016 - 2017

ADMINISTRATION

Mr. Daniel Peou, Principal

INSTRUCTIONAL LEADERSHIP TEAM

Daniel Peou, Principal	Jaime Smyth, Assistant Principal
Emily De Marco, English	Christopher Steveline, TTL
Tiffany Lorch, ESOL	Joshua Jablonski, History
Valerie Nelsen, Roster Chair	Robert Pinto, SBTL/PFT
Angelo Williams, SEL	Anne Kimani, Math
Octavia Blount, Science	

SAFETY/CLIMATE TEAM

Daniel Peou, Principal	Jaime Smyth
Emily De Marco, English	Christopher Steveline, TTL
Tiffany Bhavnani, ESOL	Joshua Jablonski, History
Valerie Nelsen, Roster Chair	Robert Pinto, SBTL
Angelo Williams, SEL	Anne Kimani, Math
Officer D. Kent, Philadelphia Police	LeRoy Williams
Octavia Blount, Science	

FAMILY NET

The School District of Philadelphia has established “Family Net” which allows families to access their child’s progress data, report card grades, attendance, standardized test scores, and instructional resources. All you need is internet access and follow the steps below:

Step #1: Get your username and temporary password.
Go to www.philasd.org and click on “Register Now”. **Note:** You will need your child’s name, date of birth and ID (the student ID number can be found on your child’s report card).

Step #2: Log into SchoolNet
Go to <http://phila.schoolnet.com> and click on the blue button that says “Parents/Guardians” and then click on the yellow button that says “Log onto FamilyNet”. You will also be asked to create your real password.
Note: After you create your real password, you can forget your old one.

Step #3: Finding your child’s information
Click on your child’s “student profile” in the middle of the page. Once in your child’s profile, you will be able to view your child’s Enrollment and Academic Record, Standardized Test Scores, Programs, and Benchmark Tests.
Note: Click on HOME in the yellow bar near the top of your page to find activities for your child.

If you have questions regarding familynet, e-mail familynet@philasd.org

STUDENT NET

StudentNet is the School District of Philadelphia's new resource to help students chart their course to graduation and beyond. It is to empower students with their own information and resources they need to achieve success.

StudentNet provides access to students' personal academic record:

- Report Cards
- Credit Accumulation
- Attendance
- Benchmark and Standardized Test Scores
- And a wealth of other resources to help students succeed
- Digital Media Linked to Course Curriculum
- Career and College Planning Tools
- Grants, Scholarships, Financial Aid, Jobs, Internships, and Apprenticeships

HOW TO ACCESS STUDENTNET:

- Go to: www.philasd.org/login
- Register with student ID card and temporary password (provided on HS class schedules or see counselor)

ADDITIONAL PROGRAMS

The following programs at Furness High School are designed to address the needs of specific populations

ESOL Program

MS. TIFFANY LORCH, DEPARTMENT CHAIR

For English Language Learners of all linguistic levels, an ESOL program called the New Instructional Model (NIM) is available. NIM allows English language learners complete access to the course offerings of our comprehensive high school while improving their proficiency in English. NIM offers English language instruction, co-taught and sheltered content area classes, and other support services to meet the academic needs of English language learners.

Language Services	SPECIAL PROGRAMS
<p>Furness High School provides services to parents/caregivers of students of non-English language speakers through the utilization of Bilingual Counseling Assistants. Bilingual counselor assistants are available for speakers of the following languages:</p> <ul style="list-style-type: none"> • Burmese • Cambodian/Khmer • Cantonese • Indonesian • Karen • Mandarin • Nepali • Spanish • Vietnamese 	<ul style="list-style-type: none"> • Temple University Lab School for Students and Teachers • University of Pennsylvania Social Worker Site • Advanced Placement Courses <ul style="list-style-type: none"> ○ 11th & 12th Grade English ○ Calculus ○ Chinese Language ○ American History ○ American Government

GRADUATION AND PROMOTION REQUIREMENTS

In order to earn your high school diploma, you will need to earn a minimum of 23.5 credits over the next four years.

- Course credit distribution requirements

4 in English	3 in Mathematics
4 in Social Studies	3 in Science
2 in World Language	1.5 in Health and Physical Education
2 in Arts and Humanities	

*4 additional credits, one of which must be a fourth credit in Mathematics or in Science or an Advanced Placement course

AND

- Successfully complete a multidisciplinary project or a service-learning project.
- Students in grade 12 who do not meet the promotion or graduation criteria will be assigned to a mandatory remedial summer program/school if they can earn enough credits to graduate by

the end of the program. If they cannot earn sufficient credits to graduate, do not attend, or if they do not complete the summer program satisfactorily, they will be retained.

- Children with disabilities will be promoted or will graduate if they accomplish his/her Individualized Education Plan's goals

Credits needed for promotion:

- Promotion to Tenth Grade 5.0 credits
- Promotion to Eleventh Grade 11.0 credits
- Promotion to Twelfth Grade 17.5 credits

Full year courses earn one credit and semester courses earn one half credit.

School Year Calendar: 2016 - 2017

*** SINCE THE CALENDAR IS SUBJECT TO CHANGE DURING THE COURSE OF THE SCHOOL YEAR, THE WEB VERSION MAY CONTAIN UPDATES NOT REFLECTED IN THE PRINTED VERSION OF THIS PUBLICATION.**

The following is the calendar for all schools and Pre-Kindergarten Programs for the 2016 - 2017 school year:

September 1, 2016	First Day for Staff <i>- Academic Year Preparation</i>
September 1, 2016	9th Grade Orientation Window Opens
September 2, 2016	Staff Only <i>- Professional Development</i>
September 5, 2016	Labor Day <i>- Administrative Offices and Schools Closed</i>
September 6, 2016	Staff Only <i>- Professional Development</i>
September 6, 2016	9th Grade Orientation Window Closes
September 7, 2016	First Day for Grades 1-12 <i>- Student Attendance</i>
September 7, 2016	First Day for Pre-Kindergarten, Head Start and Bright Futures <i>- Student Attendance</i>

September 7 – 9, 2016	Kindergarten Parent/Teacher Interviews
September 12 – 13, 2016	Kindergarten Parent/Teacher Interviews
September 14, 2016	First Day of Kindergarten <i>- Student Attendance</i>
September 20, 2016	Furness High School Back to School Night (5:00pm – 7:00pm)
September 29, 2016	2017-2018 School Selection Process Begins
September 30, 2016	Staff Only <i>- Professional Development</i>
October 3 – 4, 2016	Rosh Hashanah <i>- Administrative Offices and Schools Closed</i>
October 12, 2016	Yom Kippur <i>- Administrative Offices and Schools Closed</i>
October 13 – 17, 2016	Interim Reports
October 19, 2016	PSAT Exams
November 2, 2016	PSAT Exams (Alternate Date)
November 8, 2016	Staff Only <i>- Professional Development</i>
November 11, 2016	Veterans' Day Observed <i>- Administrative Offices and Schools Closed</i>
November 11, 2016	2017-2018 School Selection Process Ends
November 21 – 23, 2016	Report Card Conferences
November 24 – 25, 2016	Thanksgiving Holiday <i>- Administrative Offices and Schools Closed</i>
December 20, 2016	Interim Reports
December 26, 2016	Winter Recess <i>- Administrative Offices and Schools Closed</i>

December 26 – 30, 2016	Winter Recess <i>- Schools Closed</i>
January 2, 2017	New Year's Day (Observed) <i>- Schools Closed and Administrative Offices Closed</i>
January 3, 2017	Staff Only <i>- Professional Development</i>
January 9 – 23, 2017	Keystone Exams
January 16, 2017	Dr. Martin Luther King Day <i>- Administrative Offices and Schools Closed</i>
January 23, 2017	ACCESS Testing Opens (Tentative)
February 15 – 17, 2017	Report Card Conferences
February 20, 2017	Presidents' Day <i>- Administrative Offices and Schools Closed</i>
March 3, 2017	ACCESS Testing Closes (Tentative)
March 6 – 8, 2017	Interim Reports
March 6, 2017	PD Half Day <i>- 3 Hour Early Dismissal</i>
March 31, 2017	PD Half Day <i>- 3 Hour Early Dismissal</i>
April 3 – May 12, 2017	PSSA Assessments (Math, ELA, and Science) and Make-up Days
April 10 – 13, 2017	Spring Recess <i>- Schools Closed</i>
April 14, 2017	Good Friday <i>- Administrative Offices and Schools Closed</i>
April 19 – 21, 2017	Report Card Conferences
May 9 – 11, 2017	Interim Reports

May 15 – 26, 2017	Keystone Exams
May 16, 2017	Pennsylvania Primary Election Day - <i>Schools Closed</i>
May 29, 2017	Memorial Day <i>- Administrative Offices and Schools Closed</i>
June 20, 2017	Last Day for Students
June 21, 2017	Last Day for Staff

Total Number of Days Scheduled Student Attendance: 181

2016	Days of Attendance	2017	Days of Attendance
JULY	0	JANUARY	19
AUGUST	0	FEBRUARY	19
SEPTEMBER	17	MARCH	23
OCTOBER	18	APRIL	15
NOVEMBER	18	MAY	21
DECEMBER	17	JUNE	14

Total Number of Days Scheduled Teacher Attendance: 188

2016	Days of Attendance	2017	Days of Attendance
JULY	0	JANUARY	20
AUGUST	0	FEBRUARY	19
SEPTEMBER	21	MARCH	23
OCTOBER	18	APRIL	15
NOVEMBER	19	MAY	21
DECEMBER	17	JUNE	15

Resolution

RESOLVED, that the School Reform Commission hereby approves the Calendar for Schools, Early Childhood Programs, and Administrative Offices for the school year 2016–2017. The calendar shall be as follows:

1. The sessions for teachers and non-administrative school-based personnel begin

September 1, 2016 and close June 21, 2017, totaling 188 days.

School-based personnel will not be required to be in school on the following holidays and non-working days: September 5, October 3 through October 4, October 12, November 11, November 24 through November 25, December 26 through December 30, January 2, 2017, January 16, February 20, April 10 through April 14, May 16, and May 29.

2. The sessions for elementary and secondary pupils (grades 1 through 12) begin September 7, 2016, and close June 20, 2017, totaling 181 instructional days.
3. In the event that schools are closed due to inclement weather or other emergency circumstances, June 21, 2017, June 22, 2017, and June 23, 2017 and the required number of days thereafter, beginning with April 10, 2017, through April 12, 2017, will be days of pupil and staff attendance to satisfy the requirement of 181 instructional days.
4. The first day for Pre-Kindergarten, Head Start and Bright Futures pupils will be September 7, 2016.
5. The first day for Kindergarten pupils will be September 14, 2016.
6. Students will not be in attendance on the following days: September 1 through 2, September 5 through September 6, September 30, October 3 through October 4, October 12, November 11, November 24 through November 25, December 26 through December 30, January 2 through January 3, 2017, January 16, February 20, April 10 through April 14, May 16, and May 29.
7. Administrative Offices will be open Monday through Friday, with the exception of the following holidays and non-working days: July 4, September 5, October 3 through October 4, October 12, November 11, November 24 through November 25, December 26, December 25, January 2, 2017, January 16, February 20, April 14, and May 29.

CALENDAR 2016 - 2017	
Early Dismissal for students	School Closed for students
10/05/16 – Dismissal at 1:54pm	9/30/16 - Staff Only PD
10/19/16 – Dismissal at 1:54pm	10/3-4/16 – Rosh Hashanah
11/02/16 – Dismissal at 1:54pm	10/12/16 – Yom Kippur
11/16/16 – Dismissal at 1:54pm	11/08/16 – Staff Only PD – Election Day
11/22/16 – Dismissal at 12:04pm	11/11/16 – Veterans’ Day
11/23/16 – Dismissal at 12:04pm	11/24-25/16 – Thanksgiving Holiday
11/30/16 – Dismissal at 1:54pm	12/26-30/16 – Winter Recess
12/14/16 – Dismissal at 1:54pm	
12/28/16 – Dismissal at 1:54pm	
1/11/17 – Dismissal at 1:54pm	

1/25/17 – Dismissal at 1:54pm 2/08/17 – Dismissal at 1:54pm 2/16/17 – Dismissal at 12:04pm 2/17/17 – Dismissal at 12:04pm 2/22/17 – Dismissal at 1:54pm 3/06/17 – Dismissal at 12:04pm 3/08/17 – Dismissal at 1:54pm 3/22/17 – Dismissal at 1:54pm 3/31/17 – Dismissal at 12:04pm 4/05/17 – Dismissal at 1:54pm 4/19/17 – Dismissal at 1:54pm 4/20/17 – Dismissal at 12:04pm 4/21/17 – Dismissal at 12:04pm 5/03/17 – Dismissal at 1:54pm 5/26/17 – Dismissal at 12:04pm 5/31/17 – Dismissal at 1:54pm 6/14/17 – Dismissal at 1:54pm	1/02/17 – New Year’s Day 1/03/17 – Staff Only PD 1/16/17 – Dr. Martin Luther King Day 2/20/17 – Presidents’ Day 4/10-14/17 – Spring Recess 5/29/17 – Memorial Day
<ul style="list-style-type: none"> Monday, September 26, 2016 – New School Hours: 7:55am and dismissal at 2:54pm Tuesday, June 20, 2017 - Last Day for Students Wednesday, June 21, 2017 – Last Day for Staff 	

Keystone Exams Testing Windows for 2016 – 17

Assessment	Number of Modules	Dates
Algebra 1, Biology, and Literature	2	January 9 – 23, 2017
Algebra 1, Biology, and Literature	2	May 15 – 26, 2017

A T T E N D A N C E

Regular attendance and punctuality are extremely important in the education of a child. To be in school everyday and on time helps to build good work habits and directly affects pupil progress. Parents/guardians will automatically receive a computer generated telephone call when a student is late or absent.

If a student is absent from school, a note signed by a parent must be brought to school after each absence indicating the dates and reason for the absence. The absence note should be given to the student's advisor. Absences will be coded "unexcused" if a note is not provided by the parent/guardian. When a pupil is absent for an extended period of time due to illness, a doctor's note must be sent to school upon the pupil's return.

Attendance & Truancy Intervention/Prevention Supports (ATIPS) and Parent Truancy Officers (PTO) are District Truancy initiatives. ATIPS is a comprehensive strategy, which includes partnering with community-based organizations, stakeholder groups, faith based communities, parents and other community members to increase school attendance and reduce truancy. ATIPS builds on existing networks to provide interventions to children and families before they reach the Truancy Court threshold, generally at 3 or more unexcused absences. The PTO visits the student's family and provides them with information about District attendance policies, compulsory education and resources and support, where needed.

L A T E N E S S

Students are expected to arrive to school by 7:45 a.m. so that there is time to go to lockers and be in advisory by 8:00 a.m. Students arriving after 8:00 a.m. are considered late for school and will receive an afterschool detention that same day. Lateness becomes a part of your child's official school record. Students who arrive to school after 8:00 a.m. must report to the "Discipline Office" for parental contact, and an automatic after school detention. Upon the first violation, student will receive a 30-minute after school detention. Should the student fail to attend the detention, s/he will receive a one-hour detention the following day. Should the student fail to attend the one-hour detention, s/he will be assigned to the in-house detention room. Students who violate this policy are subject to in-school suspension, out-of-school suspension, assignment to the Saturday SMART Program or CSAP team evaluation for tier II interventions.

E A R L Y D I S M I S S A L O F S T U D E N T S

We request that the parent/guardian, restrict early dismissals to absolute emergencies that cannot be scheduled on non-school time. Early dismissals are verified and processed at the front desk. A parent/guardian must request an early dismissal the day before the dismissal is to take place.

SAME DAY REQUESTS for early dismissals will only be accepted in cases of emergency. For example, a request for a Wednesday early dismissal must be made on the preceding Tuesday. Early dismissals must be requested ***IN WRITING*** by the parent/guardian. The letter must contain a telephone number where the parent/guardian can immediately be reached. Furness High School staff member will verify the identity of the parent/guardian by telephone before the early dismissal is granted. **AN EARLY DISMISSAL WILL NOT BE GRANTED IF A PARENT/GUARDIAN cannot be contacted.** Only those authorized names in our system can take a student from the school. No early dismissals after 7th period (2:10pm).

CUTTING CLASS

Students are expected to attend school on a regular basis, and to be present and on time for every class. Teachers are the first line of defense in this crucial safety matter, and will take initial disciplinary action by contacting the parent and other consequences that they lay out in their syllabus. Daily class attendance is electronically reported by teachers. The SCHOLARCHIP system monitors and reports class cuts. **Cutting class will result in a three (3) in behavior for the marking period.** If the number of cuts exceeds three (3), the student's parent will be called to the school for a conference. If cutting continues, further disciplinary action will be taken, including a recommendation that the student be considered for alternate school placement.

If a teacher is planning a special function where students will miss classes for a full day or part of a day, a proposed list of student participants is established in advance. Teachers may veto a student's participation in a special activity if this will negatively impact the student's academic progress. Absence for approved participation in a special event is excused.

CLASS PREPARATION

Students are expected to come to school and attend each class prepared with the essential books and materials that will enable them to fully participate in class activities. Individual teachers will identify the class supplies. Materials will likely be:

1. a three-ring, 8 1/2 x 11, loose-leaf binder with sufficient paper for the day's work, with sections divided as per teachers' instructions,
2. two pencils, two pens, and an eraser,
3. textbooks as provided and directed, (many are now on-line)
4. a TI-84 graphing calculator,
5. completed homework and other assignments,

6. and a gym uniform and appropriate footwear on days rostered for physical education.

DIGITAL MESSAGE / SOCIAL MEDIA USE

All students should be aware that any messages relating to the school community that they post on any digital platform (including text messages) or social media sites can be made public for the school and outside community to see. As a result, if incendiary, inappropriate, or threatening messages are made, they will result in disciplinary consequences at the school, including parent conferences, suspensions, and recommendation for transfer to another school. Students are encouraged to limit social media use and remember once you hit send, you can't take it back!

SCHOOL PROPERTY

All lockers, locks, books, equipment, musical instruments and other materials issued to students remain the property of the School District of Philadelphia. Payment must be made for items that are lost or damaged before replacements will be issued. NEW BOOKS OR MATERIALS WILL NOT BE ISSUED TO A STUDENT OWING PROPERTY FROM THE PREVIOUS YEAR. THE STUDENT WILL ALSO BE SUBJECT TO THE INELIGIBILITY RULE. If money is owed for school property, graduates will not get their diplomas and records will not be forwarded for transfers or early college acceptance.

STUDENT PHOTO ID POLICY

Furness High School provides a safe, secure, and orderly environment so all of our students can learn and grow to their fullest potential. Part of our security system is the ScholarChip ID card and attendance verification system. The ScholarChip System assures that every student who enters our building is legitimately enrolled at Furness. It also helps us to monitor attendance, lateness, and cutting and to ensure that all students are where they are supposed to be throughout the day.

All students are required to wear their computerized ScholarChip picture ID card with them at all times. No student is allowed to enter the building without his or her ID card or a computerized temporary picture ID printed from the SCHOLARCHIP computer. SCHOLARCHIP ID cards

are the property of the School District of Philadelphia and all students are required to produce their ID card when asked by any staff member. Students are required to present their ID cards to participate in school activities (such as dances); purchase tickets for athletic events; be excused from classrooms; use the IMC to take out books; etc.

All students will be issued a new SMART card ID and lanyard the beginning of the school year. It is the student's responsibility to care for their ID card properly and bring it to school every day. Risk of loss, damage, or theft is solely upon the student. The first ID card issued is free.

The replacement cost for lost ID cards is \$5.00 which must be paid before it is given to the student. **Temporary ID cards cost \$1.00 for each day that will be collected at time of issuance. ID card fines are a financial obligation that must be satisfied prior to graduation or leaving school.**

SCHOLARCHIP ATTENDANCE SYSTEM

Attendance is registered and recorded electronically through the SCHOLARCHIP ID swipe system; therefore, it is of the utmost importance to "swipe-in" properly or your attendance may not be recorded and you will be registered as absent. It is each individual student's responsibility to swipe-in properly or registered manually for a temporary ID card in the event you do not have your regular ID with you. Failure to do so may cause negative consequences. All students must still attend advisory because official legal attendance is recorded in advisory as a hard copy of your attendance records.

SECURITY SYSTEM SCAN PROCEDURES

Furness High School implements the School District of Philadelphia's weapons scan policy and procedures along with our ID card scan to ensure that no student or adult enters our building with a weapon or any instrument that can be used as a weapon. Our weapons scan procedure is done in the least intrusive manner possible, and all students and adults are treated with dignity and respect.

THE LAW AND SCHOOL DISTRICT POLICY REQUIRES THAT ANY STUDENT WHO POSSESSES A WEAPON ON SCHOOL PROPERTY, WHILE TRAVELING TO OR FROM SCHOOL OR AT ANY SCHOOL FUNCTION MUST BE ARRESTED, TAKEN INTO POLICE CUSTODY AND EXPELLED FROM SCHOOL FOR AT LEAST ONE YEAR. Weapons are defined as any object that could be used to harm another person, including but not limited to:

- Firearms, shotguns, rifles, stun guns, BB guns, starter pistols, and explosive devices
- Knives, cutting instrument, or cutting tools (pocket-knives, box cutters, kitchen knives and penknives on key chains)
- Martial arts nunchaku or other blunt weapons
- Common household items which can be used to cut or injure another person
- Other items such as fitness or sports equipment, which could inflict injuries or cause serious bodily harm.

THERE IS NO REQUIREMENT THAT THE STUDENT USE OR TRY TO USE THE WEAPON. POSSESSION OF SUCH ITEMS IS AGAINST SCHOOL DISTRICT POLICY AND WILL INITIATE ACT 26 DISCIPLINARY ACTIONS.

In addition, if during our scan procedures we discover in your bags or on your person any contraband, illegal drugs, cigarettes, laser pens, glass bottles, or any other item prohibited by the School District, it will be confiscated and not returned. If appropriate, the student may be arrested, suspended, or disciplined in keeping with School District policy.

The weapons scan is conducted before school as students enter the building. It is the student's responsibility to arrive at school in plenty of time to pass through the scan machines and get to class on time. The school is open at 7:30 AM and all students are encouraged to arrive early.

All students are required to enter the building through the front entrance on the Mifflin Street side of the building. Students will proceed to the lunch room where they will first swipe their ID cards through the SCHOLARCHIP system. They will then proceed to the airport type x-ray screening machine where they will place their book bags, pocketbooks, bags or containers of any sort onto the conveyor to be scanned. All metal objects such as keys are to be placed in your book bag well before approaching the x-ray machine so you do not hold up the line.

Do not put computer discs, floppy discs, or cassettes through the x-ray machines. It may cause those items to be damaged.

As the student's bags are being x-rayed, the student will walk through a metal detector, which detects any metal on a student's person. If there is any metal object on the student, a beeper will go off and the student will be asked to remove any metal objects and walk through a second

metal detector. A student must pass through the metal detector without it beeping before he or she is allowed to proceed to class.

WARNING: If any student is suspected of possessing a weapon or contraband, the student may be searched. All searches are conducted within the highest standards by a trained school police officer of the same sex with an administrator present.

ADDITIONAL INFORMATION

Cell Phones, Beepers and Paging Devices

The School Reform Commission states that no student may carry a cell phone, beeper or other paging device on his/her person on school property. A violation of this policy will result in severe disciplinary action. **CELL PHONES, BEEPERS, LASER PENS, AND OTHER SIMILAR ELECTRICAL DEVICES WILL BE CONFISCATED AND ONLY RETURNED TO A PARENT OR GUARDIAN, under the following guidelines:**

- The first day of school (9/7/2016) will serve as a grace period. Students will be reminded that they cannot use these electronics, however the devices will not be confiscated.
- On the first offense following the grace period all aforementioned electronics will be confiscated, and a parent/guardian must come to the school on Wednesdays only, between 2:10pm to 3:00pm in order to retrieve the device.
- On the second offense the device will be confiscated, and parent/guardian must come to the school for the next Report-Card Conference, in order to retrieve the device.
- Devices confiscated on third offenses will not be returned.

It remains our policy that if a student realizes that he/she has a cell phone or beeper accidentally in his/her possession, the student is to notify security personnel BEFORE entering the scanning process. **Furness High School will take no responsibility for lost, stolen or damaged cell phones or any other electronic devices for it is the policy of the School District of Philadelphia for students not to have cell phone or other electronic devices in school.**

BREAKFAST AND LUNCH

Furness is part of the Universal Feeding Pilot Program. This program allows all students attending the school to receive breakfast and lunch at no cost. All students must report to the cafeteria at their lunch period. **NO STUDENT IS PERMITTED TO LEAVE SCHOOL GROUNDS FOR LUNCH.** Students are not permitted to: cut in on the lines, sit on tables or windowsills, throw anything. Students may bring lunch from home, however all meals are to be

eaten in the cafeteria only. Students must remove all trash from the table before you leave. Students who are disruptive and violate our Lunchroom Policy may be eliminated from other student functions and activities. They may also be prohibited from eating in the lunchroom and designated to another location to eat lunch.

ELIGIBILITY STANDARDS FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES

The School District's policy on student participation in sports and all other extra curricular activities sets forth academic, attendance, citizenship and behavioral requirements. For all high school students (Grades 9 through 12) the academic standards are the following:

Grade point average of 1.75, calculated as a mean for any subjects, which meet four (4) or more periods per week. For students taking vocational education classes or labs which meet three (3) periods a day, that laboratory or class cluster will be counted as three classes.

Probation may be granted by a principal or the principal's designee to any student whose grade average is between 1.5 and 1.74, or to any student who has one failing grade. A student who petitions for probation beginning with the second report period shall be considered for probation with tutoring. A student who passes ALL subjects shall be granted eligibility regardless of grade point average.

Absence from school on the day of a sports event or extracurricular activity will result in the student's ineligibility to participate in that event or activity. Three or more unexcused absences during a report card period makes a student ineligible for sports or other extracurricular activities for the next report card period. Cuts are deemed to be absences from school for the purposes of athletic and extracurricular eligibility.

TRANSPORTATION POLICY

The School District of Philadelphia is responsible for transporting eligible school children to and from school based on certain Federal and State mandates, Court orders and School District policy. The following policy statements identify the criteria, which enables eligible pupils to receive free transportation.

A student must be a resident of the City of Philadelphia and:

- Be designated by the Office of Specialized Services as a participant in a Special Education class, and whose participation requires that transportation is needed to enable the student to get to school.
- Live more than a 1.5 miles from his/her school and be participating in the voluntary school desegregation program of the School District of Philadelphia.
- Be in grades 1 through 6, and live one mile and a half, or further from the assigned school.
- Be in grades 1 through 8, and whose route to school is determined to be hazardous by the Pennsylvania Department of Transportation.
- Be designated by the District Administration to attend a school, other than his/her regularly assigned school, for reasons of overcrowded conditions and be in need of transportation as determined by Transportation Services.
- Be one whose extenuating circumstances dictates an extraordinary need for district-provided transportation as recommended by District Administration.
- Be in grades 7 through 12 and live one mile and a half or further from school to be eligible for Student Transpasses.

ADDITIONAL SCHOOL REGULATIONS

- Food is to be kept in the lunchroom or the locker.
- Students are not permitted in the auditorium unless supervised by staff during a scheduled activity.
- Leaving school without permission
- Glass bottles are not permitted in the building.
- Card playing is not permitted in the building. Playing cards will be confiscated.

INELIGIBILITY RULE

Informally called the “Three Strike Policy,” students with “three strikes” will be ineligible to participate in school activities, including, but not limited to, field trips, athletic teams, extra-curricular clubs, attending athletic events, junior and senior proms, for the marking period. Eligibility for the first marking period of a school year will be determined based on strikes earned in the fourth marking period of the previous year. Each marking period is considered independently. Report cards are stamped each quarter to indicate if a student is “ineligible.”

Students receive a strike in one of the following ways:

- F in a subject on a quarterly report card
- 3 for behavior on a quarterly report card
- Day per suspension (e.g. a two-day suspension = 2 strikes)
- Number of half-day/Extended detentions

If a student is caught leaving campus before school is over or cuts multiple classes, students will receive a detention on the next half day. There are monthly half days for teacher professional development. On these days, students will not be permitted to leave school at the 12:04 dismissal. Instead, they will serve an extended detention until 3:04pm.

Serious offenses deemed to be a risk to the student, other students, the staff, or school community will result in ineligibility for one full school year. After one year, students may petition the leadership committee for a reinstatement of eligibility.

In particular, Furness High School places high emphasis on our non-violent community. Students are regularly reminded to seek out adult support in the case of a disagreement. Students who choose to engage in a fight impacting our school community on or off campus without seeking out adult intervention will face increased consequences.

Repeated violations of school regulations will lead to disciplinary action and consideration for leaving our school. Each student is encouraged to identify at least one or two adults to whom he/she can turn with matters of concern, and bring potential conflicts into the Peer Mediation process.

We encourage all Furness High School students, parents and staff to be proactive and endorse prevention, rather than reaction and response.

FAMILY WELCOME CENTER

The Family Welcome Center is located on the first floor. The purpose of this room is to welcome and involve families in the daily life of Furness High School students.

We believe that it “takes a village” to raise a child well in this demanding society. We consider parents, guardians, and caregivers as our partners in educating children.

We want to make you feel welcomed by providing a place to talk, relax, have a cup of coffee or tea, and discuss your concerns. Welcome! We're glad to have you here!

FINANCIAL OBLIGATIONS

Students who fail to fulfill their financial obligations to the school may be refused permission to attend trips, the prom, or engage in other student activities. Students must fulfill their financial obligations prior to receipt of a diploma. Students' financial obligations include, but are not limited to:

- PAYMENT FOR LOST BOOKS
- PAYMENT FOR LOST OR TEMPORARY ID CARDS
- PAYMENT OF CLASS DUES
- PAYMENT FOR THE DESTRUCTION OF SCHOOL EQUIPMENT OR PROPERTY.

FOOD AND BEVERAGE POLICY

We need your help to control pest problems in our school. The only way to accomplish this is not to consume food and drink in the classrooms and halls. We will strongly enforce the following policy:

UNDER **NO** CIRCUMSTANCES ARE STUDENTS PERMITTED TO BRING ANY TYPE OF **NUTS OR SEEDS** INTO THE SCHOOL. THIS IS DUE TO STUDENTS HAVING SEVERE ALLERGIES TO NUTS AND NUT PRODUCTS. ANY NUTS OR SEEDS THAT ARE BROUGHT INTO THE BUILDING WILL BE TAKEN AND DISCARDED APPROPRIATELY. ITEMS WILL NOT BE RETURNED!

- When students arrive in the morning, they must go to into the lunchroom and consume any food or drink that has been opened.
- Students may not come above the ground floor with open food or drinks (water is allowed).
- Any student caught sitting in a classroom or walking the halls with open food or drink is subject to disciplinary action.
- **All students must adhere to our policy.** We also ask that parents and guardians support our efforts to maintain a clean and wholesome learning environment.

H O M E W O R K

School District policy requires home assignments: A homework assignment should be made as an extension or follow-up of clearly defined school activities. Homework of this type provides opportunity for students to become self-directive. There are many worthwhile home activities, which may be used to reinforce and enrich school experiences. The Furness homework policy includes the following:

- Teachers will assign homework based upon classroom instruction at least three times per week.
- Homework is not necessarily a written assignment. Homework may be planned to offer the necessary practice in fundamental skills and/or to provide practical experience.
- Homework may be assigned for any of the following reasons:
 - To reinforce concepts & skills taught
 - To provide relevant, practical applications of abstract ideas and concepts
 - To develop & to accept responsibility
 - To organize & apply knowledge, understanding and skill
 - To inform parents/guardians of course content
 - To develop study skills and offer a challenge
 - To increase self-confidence and teach independence
 - To provide opportunity for creativity
 - To expose students to community resources
 - To evaluate and to analyze facts learned
 - To give individualized practice on skills
 - To prepare for the next day's lesson

I M M U N I Z A T I O N O F P U P I L S

All pupils must be completely immunized or exempted before admission to any public, parochial, or private school in Pennsylvania. The Pennsylvania Department of Health, the Philadelphia County Board of Health, and the School District of Philadelphia require this. The purpose for requiring immunization is to protect pupils from preventable communicable diseases and their medical and educational complications. The following immunizations are required:

IMMUNIZATION	DOSE
Diphtheria	4

Tetanus	4
Oral Polio	4
Measles*	2
Mumps*	2
German Measles*	2
MMR*	2
Hepatitis B	3
Varicella	1

D R E S S C O D E

The School District of Philadelphia adopted a mandatory school uniform policy for all students in grades K-12. Parents may direct inquiries about the school uniform program to the principal or to the president of the Home and School Association.

ALL Furness High School students are required to wear the school uniform shirt and any appropriate solid black or skirts, and/or walking shorts, no more than 2” above the knee. Tights/leggings may not be worn in place of pants/slacks. Students may wear any school issued or purchased apparel that includes the Furness High School name.

Uniform compliance is a citizenship expectation and will be reflected in the advisory grade. Students who fail to comply with this mandate may be assigned after school detentions. Should initial disciplinary action not correct the behavior, additional disciplinary measures will follow.

Hats, scarves and other head coverings are not permitted to be worn inside the school, unless for religious purposes.

Unless otherwise directed, Fridays will be uniform optional days. During the uniform optional days, the **School District’s basic dress code will still be in force.** Any clothing that is disruptive to the educational process or that interferes with the safety of students is prohibited. **Students are prohibited to wear any clothes that are “ripped or revealing.”**

Specifically prohibited items include:

- a. T-straps, half or off-the shoulders, or open back tops,
- b. Tank tops, muscle shirts, undershirts
- c. See-through clothing,
- d. Bare midriff, bare belly or halter tops,
- e. Short shorts or short skirts even with leggings or tights,
- f. Blue jeans w/ holes, or tight apparel of any kind,

- g. Clothing with sexual references, obscene words or pictures.

REVEALING CLOTHING SHOULD NEVER BE WORN.

UNDERWEAR SHOULD NEVER BE VISIBLE.

If a student is in violation of the uniform or dress code policy a parent may be contacted and the student sent home for a change of clothing. If appropriate attire is not brought to the school, the student will be required to purchase a uniform; if the student does not have money, his/her account will be charged.

The administration of Furness High School expects students “to use good judgment and show respect for themselves and others in their dress and grooming.” Any form of dress considered contrary to good hygiene, or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school, will not be permitted. **NOT PERMITTED TO BE WORN ARE: open-toe shoes, flip-flops, open-heel shoes, short pants, short-shorts, biker shorts, (shorts need to go past the finger tips with your hands/arms extended by your sides), spaghetti straps, hoodies, caps, hats, bandanas, or other head coverings, bare midriff, see-through and net T-shirts, sleeveless and tank tops and shirts with objectionable sayings and pictures. No sunglasses allow inside school except with prescription. All male students need to wear the pants with belts and no underwear should be seen.**

DRESS UNIFORM

Students attending Furness High must wear the following uniform to school every day:

CLOTHING ITEM	COLOR
SHIRT	GREY (WITH COLLAR and FHS LOGO)
PANTS	Black (NO JEANS)
SKIRT	Black (NO JEANS)
SWEATSHIRT	NO HOODIES AND NO SWEATSHIRTS. These items are not to be worn in the building.
SWEATER	White or black (COLLAR FROM SHIRT MUSTBE SHOWING – NO HOOD.)
JACKET	White or black (COLLAR FROM SHIRT MUSTBE SHOWING – NO HOOD.)

L O C K E R S

All students will be issued lockers at the beginning of the school year. Students will not be required to pay for locks or lockers, but will be charged \$5.00 if they do not return or lose the lock. Lockers may be used only before school, beginning and end of lunch period, and at

dismissal. Students are expected to use their locker for storing books and clothing, including coats, hats, hoodies, and umbrellas. **Students may not share lockers.** Locks and lockers are school property and may not be written on or decorated. Unauthorized locks will be cut off and the content of the locker removed to the Dean's Office. At the end of the year, students must clean out their lockers taking all items home. Anything left in lockers at the end of the year will be discarded.

LOST AND FOUND

Students should report lost/stolen items to the Dean's Office or the Main Office. For your personal property safety, do not wear expensive clothes, accessories, jewelry, etc., as the school is not responsible for these items.

NURSE

The Nurse's Office is located on the Mifflin Street side of the second floor. The nurse is available five days per week. If you are ill at home, do not come to school. If you are too ill to remain in school, **we must contact a parent/guardian who must escort you from school.** It is mandatory that you give a current parental phone number to the Main Office in the event of an emergency.

PARENT LOCATION CARDS

At the beginning of the school year, these forms are distributed to the parents. These cards are a source of emergency information about the pupils. For the well being of the students, it is critical that the form be completed and returned promptly to school. A copy of a custody agreement or court order affecting the custodial rights of a parent should be filed with the school.

SCHOOL TRIPS

All school trips must be approved by the Principal and Regional Officer. A Permission Slip for a pupil to take the trip must be signed by the Parent/Legal Guardian and returned to the school prior to the trip. In some instances, transportation costs for school trips may need to be paid by parents. School District personnel may never use their private vehicles to transport pupils on trips. To assist in supervision, one adult for every ten pupils is required on school trips. Parents

and other adults are encouraged to volunteer to assist school personnel on school trips when needed.

Students who have been disciplined for disruptive and inappropriate behavior may be refused permission to attend trips, the prom, or engage in other student activities. The **school uniform** is required on all trips unless specifically stated to the contrary on the permission slip.

STUDENT TRAFFIC PROCEDURES

Students may only use the front doors (3rd Street, Mifflin Street side) during arrival. At dismissal, the 3rd Street, McKean Street side) may also be used. Fire tower doors and stairs are off limits to students, EXCEPT IN EMERGENCY. The Mifflin Street courtyard is for staff use only and is off-limits to students; this includes arrival and dismissal times. Enter and exit the school grounds from the front gate only (except during fire drills).

TRESPASSING

No one may enter any facility of the School District of Philadelphia without the consent of the person in charge of the facility. Failure to obtain consent within 15 minutes of entering any facility or the creation of a disturbance is considered a violation and person(s) are subject to a fine of not more than \$300 and imprisonment for not more than 90 days.

USE OF TELEPHONES

For emergencies only, students may request to use the telephone in the main office or in the counselors' offices. Use of cell phone is prohibited.

STUDENT CONDUCT AND DISCIPLINE APPLICATION OF RULES

Respect for authority, courtesy toward peers, and a positive attitude toward education are characteristics that should prevail among our students. Students who exhibit behavior problems will meet with disciplinary consequences. The discipline program at Furness High School is designed to allow the teacher/staff member to exercise primary disciplinarian authority with follow-up support from the Deans and Administration. These rules apply:

- On school grounds at anytime;

- Off school grounds at any school activity, function, or event;
- Off school grounds when the conduct may reasonably be expected: (a) to undermine the proper disciplinary authority of the school; (b) to endanger the safety of members of the school community; (c) to disrupt the school.
- While traveling to and from school, including but not limited to actions on any school bus, van or public transportation.

<http://www.philasd.org/offices/administration/policies/CodeofConduct.pdf>

Student Conduct Matrix

Disruptive Behaviors	Rule	Consequence Levels*				
		Level 1: In-School Interventions (including in- school suspension)	Level 2: Out-of- School Suspension	Level 3: Contract w/ Intervention or Lateral Transfer	Level 4: Disciplinary School Assignment	Level 5: Disciplinary School Assignment w/ Expulsion Referral
		Levels 3, 4, or 5 Consequences require a referral to the Office of Student Rights and Responsibilities.				
Failure to follow classroom rules / Creating disruption	1A	✓				
Inappropriate dress	1B	✓				
Failure to carry hall-pass and/or appropriate ID	1C	✓				
Failure to participate in class / Unpreparedness	1D	✓				
Truancy / Excessive tardiness / Cutting class	2	✓				
Possession of inappropriate personal items	3B	✓				
Profane or obscene language or gestures	4	✓				
Inappropriate use of an electronic device	5B	✓	✓	✓	✓	✓
Mutual fighting (without serious bodily injury)	6	✓	✓			
Forgery of administrator, teacher, or parent's / guardian's signature	7	✓	✓			
Alteration of grade reporting, excuse notes, and/or school documents	8	✓	✓	✓	✓	
Destruction and/or theft of property (less than \$500)	9	✓	✓	✓		
Harassment (including Sexual Harassment)	10A	✓	✓	✓	✓	✓
Bullying / Cyber-bullying	10B	✓	✓	✓	✓	✓
Intimidation	10C	✓	✓	✓	✓	✓
Sexual act (consensual)	11	✓	✓	✓		
Threatening students / staff with aggravated assault	12		✓	✓	✓	
Destruction and/or theft of property (totaling \$500 or more)	13		✓	✓	✓	
Breaking and entering school property	14		✓	✓	✓	
Robbery	15A		✓	✓	✓	✓
Extortion	15B		✓	✓	✓	✓
Mutual fighting (with documented serious bodily injury)	16		✓	✓	✓	
Simple assault	17		✓	✓	✓	
Possession of alcohol and/or drugs	18		✓	✓	✓	✓
Possession and/or use of fireworks, incendiary devices and/or explosives	19		✓	✓	✓	✓
Assault on school community member(s)	20		✓	✓	✓	✓
Instigation and/or participation in a group assault	21		✓	✓	✓	✓
Aggravated assault	22		✓	✓	✓	✓
Sexual act (non-consensual)	23		✓	✓	✓	✓
Possession of a weapon	24		✓	✓	✓	✓
Reckless endangerment	25		✓	✓	✓	✓

*Consequence Levels are not mutually exclusive. If a student is referred to the Office of Student Rights and Responsibilities, that student will also be suspended out of school for some period between 1 – 10 days.

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I-PODS AND OTHER ELECTRONIC DEVICES

We strongly discourage students from bringing I-PODS, radios, and other electronic devices to school. Considering that some students may want to listen to their I-PODS or use other electronic devices to and from school ONLY, the security staff will not to confiscate these items that are concealed in the students' book bags when they pass through our security system in the morning.

HALL PASS POLICY/STUDENT BATHROOM VISITS

Presence in any part of the building other than an assigned classroom, without an official hall pass or handwritten note from the teacher, may result in disciplinary actions. **Students are NOT permitted, at any time, to be in the hallways without written permission.**

- Only one student per class may be permitted to use the bathroom at any one time.
- Every student will show his or her personal ID card to the classroom teacher before leaving.
- Every student will carry a bathroom pass issued by the teacher.
- Official hall passes are: Bathroom Pass – Not valid for first and last ten minutes of a class period; Green Nurse’s Pass; Blue Special Permission Pass; Written note by teacher.
- Every student must sign-in on the Lavatory/Bathroom Log Sheet near the bathroom facility before entering the bathroom. **This is required.**

ANTI GRAFITTI POLICY

Students are NOT allowed to bring markers and/or indelible ink pens to school. Any such items will be confiscated and will not be returned. **Students who write on and/or deface School District property are subject to arrest and other disciplinary action.**

“BACK-ON-TRACK” ACCOMMODATION ROOM

The “Back-on-Track” Room is our in-house suspension room. It is located next to the Discipline Room in the basement. This system of a discipline room, coupled with the in-house suspension room, is designed to provide behavioral supports to students who have gotten “off track”.

Students will be assigned to the Back-on-Track Room by the Dean of Discipline for a period ranging from 1-3 days, depending upon the infraction. Assignment to this room is designed to get students back on track by providing such behavior supports as:

- Parental/family contact and involvement
- Writing and reading assignments
- Behavioral plan and agreement (contract)
- Teacher feedback
- Conflict Resolution/Peer Mediation
- Decision making protocols
- Self-reflection

- CSAP interventions
- Daily Report
- Daily instruction

Students assigned to this in-house suspension for a full day will be assigned there all day. They will eat lunch in the same room and will remain until dismissal time.

Parents/guardians will be required to have a reinstatement conference prior to a student's return to the regular classroom. Only those authorized names in our system can reinstate a student. All reinstatement will take place before 12:00 pm. No reinstatement will take place after that time. Students will be expected to complete all academic tasks assigned.

COMPUTING AND INTERNET – ACCEPTABLE USE POLICY (AUP) Access Rights And Privileges

The School District of Philadelphia provides its students ("users") with access to computing equipment, systems and local network functions such as the Internet. This access has a limited education purpose for students. It is highly recommended that parents/caregivers review with their children the District's AUP in its entirety (<http://www.phila.k12.pa.us/aup/>).

1. The School District has the right to place reasonable restrictions on the use of equipment, resources and material students and employees access or post through the system. Students are also expected to follow the rules set forth in the District's rules and regulations governing conduct, disciplinary code and the law in their use of the District's equipment and network. This access has not been established as a public access service or a public forum. All access and rights are privileges granted by the District, and users should expect no privacy rights.
2. Students will have access to the Internet through the District's private network. Parents may specifically request that their children not be provided such access by notifying the District in writing.
3. No student will be given or have access to District provided Internet e-mail.

TEXTBOOKS AND MATERIALS

In order to assure that all students are receiving the same high-quality instruction, the School District of Philadelphia has mandated that the same textbooks and materials to be used in all schools for reading/English, mathematics, science and social studies. If students must move to a new school during the course of a school year, parents can feel certain that learning will not be

interrupted, since all schools will be using the same books and the same curriculum for the major subjects.

The SRC charges each student with responsibility for the proper care of school property and the school textbooks, supplies and equipment entrusted to his/her use.

Students are responsible for the care, maintenance and timely return of all textbooks. Schools shall require students and/or parents to sign a compact acknowledging their responsibility for the care and prompt return of textbooks lent to them by the school.

Students and/or their parents will be assessed penalties for lost or damaged textbooks. Imposition of one or more of the following penalties is permitted: a charge for replacement of the textbook; requiring the student to perform a prescribed number of hours of school service; withholding of a report card; and/or loss of privileges such as participation in sports or other extracurricular activities, proms and other special events or graduation-related activities. The Parent Compact letter below delineates parent and student responsibility for textbooks.

TEXTBOOK COMPACT LETTER TO PARENTS

Dear Parents:

On July 12, 1999, the School Board adopted an expanded textbook policy charging that each student be responsible for the proper care of school property including textbooks, supplies and equipment entrusted to his/her use.

The policy also states that students should return books and school property on time.

Students and their parents will be assessed for lost and damaged books.

One or more of the following penalties may occur:

1. Charge for item replacement
2. Student to perform school services
3. Withholding of a report card
4. Loss of privileges such as participation in sports or extracurricular activities
5. No participation in graduation activities or closing exercises

We have reviewed the School District policy on the care of school property. We will be responsible for the care and prompt return of school property.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

STUDENT PARENT CONTRACT

NEW POLICY

Junior/Senior Requirements 2016-2017 SCHOOL YEAR

IN ORDER TO BE ELIGIBLE TO PARTICIPATE IN SENIOR ACTIVITIES LIKE:
HOMECOMING, SENIOR DAY, TRIPS, MOVE –UP DAY, PROM,
GRADUATION, ETC...

**ALL SENIORS MUST FOLLOW AND FULFILL THE FOLLOWING
GUIDELINES: SEE CHART ON THE NEXT PAGE.**

ANY JUNIOR planning on attending senior activities will be held to the same criteria!

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Counselor Signature: _____ Date: _____

Class Sponsor Signature: _____ Date: _____

Principal Signature: Daniel Peou

<p><u>DAILY STUDENT ATTENDANCE</u></p>	<ul style="list-style-type: none"> • 1 excused absence per month. • This is equal to 10 for the entire school year. 	<p><i>Any extenuating circumstance has to be reviewed by the Senior School Board composed of an administrator, president of the senior class or VP, counselor, and class sponsor for approval.</i></p>
<p><u>CUTS</u></p> <p><u>CLASS DUES OF \$250.00 IS REQUIRED TO BE PAID IN FULL BY JANUARY 20, 2016</u></p> <p>(FAILURE TO PAY WILL RESULT IN STUDENTS NOT PARTICIPATING IN ANY SENIOR ACTIVITY, INCLUDING GRADUATION CEREMONIES.)</p>	<ul style="list-style-type: none"> • 0 per month • All students are expected to be in every class on their roster everyday on time! • Class Cuts will result in losing senior activities. 	<p><i>Any extenuating circumstance has to be reviewed by the Senior School Board composed of an administrator, president or VP of the senior class, counselor, and class sponsor for approval.</i></p> <p>APPROPRIATE DOCUMENTATION MUST BE SUBMITTED IN A TIMELY MANNER!</p>
<p><u>LATENESS TO SCHOOL</u></p> <p>ALL STUDENTS ARE EXPECTED TO BE IN SCHOOL BY 7:55 AM EVERY DAY! LATE TO SCHOOL IS DEFINED BY ANY TIME AFTER 8:00 AM</p>	<ul style="list-style-type: none"> • 1 unexcused lateness per month • This is equal to 10 for the entire school year. 	<p><i>Any extenuating circumstance has to be reviewed by the Senior School Board composed of an administrator, president or VP of the senior class, counselor, and class sponsor for approval.</i></p> <p>APPROPRIATE DOCUMENTATION MUST BE SUBMITTED IN A TIMELY MANNER!</p>

<p><u>SUSPENSIONS</u></p> <p>NOTE: ANY SUSPENSION THAT IS DUE TO A LEVEL 2 VIOLATION (SEE STUDENT CODE OF CONDUCT) AND/OR A FIGHT WILL BE ELIMINATED FROM THE NEXT SENIOR ACTIVITY! IF A STUDENT HAS 3 OR MORE SUSPENSIONS THEY WILL BE ELIMINATED FROM ALL ACTIVITIES</p>	<ul style="list-style-type: none"> • 2 Suspension for the school year • This is equal to 1 suspension for the first half of the school year • And 1 suspension for the second half of the school year. 	<p><i>Any extenuating circumstance has to be reviewed by the Senior School Board composed of an administrator, president of the senior class or VP, counselor, and class sponsor for approval.</i></p>
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Furness School Song

*Value we give to tradition strong
 Life's goals compassion and truth
 Having a dream choosing right not wrong
 Thanks to Furness High the home of our youth*

*Our education all that is learned
 No one can take it away once it's earned*

*Hope in our nation so strong so great
 We are a nation still new
 Brotherly love is a noble trait
 We at Furness to our country are true*

*Our education all that is learned
 No one can take it away once it's earned*

*Loyal to friends and to people who care
 Teamwork is progress tool
 The spirit of learning is ours to share
 Long live Furness High forever our school
 Long live Furness High forever our school*

Horace Howard Furness High School 2016-2017 Telephone Directory

Office	Extension	Telephone Number
Principal - Mr. Daniel Peou	1200	952-6226
Athletic Director - Anthony Perdicaro	5120/5130	952-6226
Bilingual Counselors: - Burmese/Karen - Cambodian/Khmer: - Chinese: Ms. Ka (ext. 1180) - Indonesian: Ms. Mega - Nepali - Spanish: - Vietnamese:		952-6226
Bldg. Engineer – Mr. Al Pizzo	5090	952-6226
Cafeteria	5080	952-6226
Computer Lab - Room 320	3200	952-6226
TTL – Mr. Christopher Steveline	2011	952-6226
SBTL - Mr. Robert Pinto	3041	952-6226
Coordinator, Special Ed. – Ms. Angelo Williams	5070/5071	952-6226
Counselor -	1170	952-6226
Counselor –	1081	952-6226
Counselor - Mr. LeRoy Williams	1160	952-6226
Discipline	501/5011	952-6226
Discipline - In-House Suspension	5040	952-6226
Faculty Room	1090	952-6226
Front Desk	5100	952-6226
Library	1082	952-6226
Main Office	6	952-6226
Math Department Head - Dr. Anne Kimani	3180	952-6226
Nurse	2181	952-6226
Psychologist	5073	952-8663
Roster – Ms. Valerie Nelsen	3150/3151	952-6226
School Operation Officer –	1130	952-6226
School Police	1100	952-6226
Secretary –	1210	952-6226
Secretary – Ms. Kouy Sam	1140	952-6226
Stage	1110	952-6226

To dial a room – add a zero after the room number or an A=1, B=2 e.g., 221A=2211 Room 001=5010, 002=5020, 003=5030, 004=5040, 005=5050, 006=5060		
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